

# KEY DEFINITIONS

## Harassment that Detracts from an Efficient Workplace

Behavior that is unwelcome or offensive to a reasonable person AND that interferes with work performance or creates an intimidating, hostile, or offensive work environment is prohibited

In some circumstances, a single incident of harassing behavior is prohibited harassment whereas, in other circumstances, repeated or recurring harassing behavior may be required to constitute prohibited harassment (DoDI 1020.04 para 3.1)

Harassment can be oral, visual, written, physical, or electronic including social media, other forms of communication, and in person (DoDI 1020.04 para 3.3)

## Unlawful Harassment

Creating an intimidating, hostile working environment for another person on the basis of the (EEOC) protected classes (DAFI 36.2710 para 2.4)

A hostile work environment is a series of acts which are so severe or pervasive as to alter the terms and conditions of employment

## Unlawful Discrimination

Failing or refusing to hire or promote, removing, or otherwise discriminating against any individual with respect to compensation, terms, conditions, or privileges of employment because of a person's race, sex (including pregnancy), color, religion, national origin, age (40 or older), genetic information, disability, or prior equal opportunity activity

## Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature particularly when submission to such conduct is made directly or indirectly as a term or condition of employment, and/or when submission to or rejection of such conduct is used as a basis for an employment decision affecting the person

# REPORTING VENUES



## Anti-Harassment Office, Equal Employment Opportunity Strategy & Integration Directorate

Civilian employees experiencing or witnessing Bullying or Harassment

937-904-0978



## Equal Opportunity Office

All Civilian and Military cases of Unlawful Harassment, Sexual Harassment, Unlawful Discrimination to include Military Bullying and Hazing

937-257-2789



## Sexual Assault Prevention and Response (SAPR)

Sexual Assault

937-257-7272



## Office of Special Investigations (OSI)

Reports of a Criminal Nature

937-257-4660



## Inspector General (IG)

Fraud, Waste, and Abuse or other violations of law or policy

937-656-2438



## Union

Breaches in Employee Bargaining Agreement

937-259-8835  
937-259-8836



Resiliency Center | 5030 Pearson Road | Building 219  
Wright-Patterson Air Force Base, OH 45433



# ANTI-HARASSMENT PROGRAM GUIDE



## WHAT TO DO AND WHERE TO GO IF YOU EXPERIENCE WORKPLACE HARASSMENT

### Anti-Harassment Program Manager

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### Anti-Harassment Program Specialist

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## EXAMPLES OF HARASSMENT

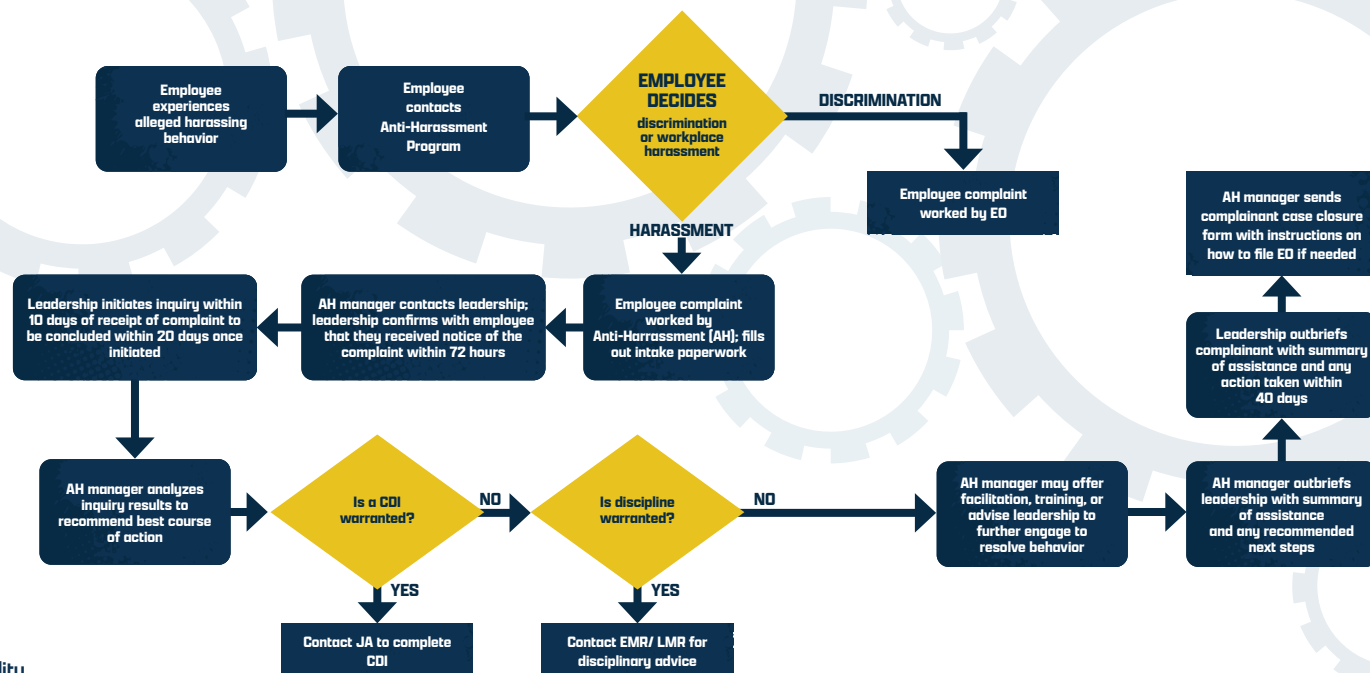
Unwanted Physical Contact  
Offensive Jokes  
Epithets/Name calling  
Ridicule/Mockery  
Insults/Put downs  
Displaying offensive objects or imagery  
Offensive gestures  
Stereotyping  
Intimidating Acts  
Veiled Threats of Violence  
Threatening or provoking gestures  
Racial or other slurs  
Derogatory remarks about a person's accent or disability  
Displays of racially offensive symbols  
Hazing  
Bullying  
Microaggressions

## BEHAVIOR THAT IS NOT HARASSMENT

Activities or actions undertaken for a proper military or governmental purpose, such as combat survival training, assignment of work related to the duties and responsibilities of the employee, and performance counseling, are not harassing behaviors. [DoDI 1020.04 para 3.4]

Similarly, an occasional misunderstanding between employees due to differences in how they communicate is not necessarily harassment, even if it makes one or both employees uncomfortable [DAFI 36-147]

## ANTI-HARASSMENT PROCESS FLOW CHART



## COMPLAINT PROCESS

### EQUAL OPPORTUNITY

- ✓ Designed to make individuals whole for discrimination that already has occurred
- ✓ Prevent the recurrence of the unlawful discriminatory conduct
- ✓ Cannot require an agency to discipline its employees
- ✓ Agency must complete its investigation within 180 days
- ✓ Limited to nine EEO protected bases
- ✓ No third-party reporting
- ✓ Must meet regulatory time limits; reported in 45 days

### ANTI-HARASSMENT

- ✓ Intended to take immediate and appropriate corrective action to eradicate harassment, which may include the use of disciplinary actions for a FAST process
- ✓ Prevent harassing conduct before it can become "severe or pervasive"
- ✓ Inquiries must take place immediately and be completed within a reasonable period of time
- ✓ Includes matters beyond EEO protected bases
- ✓ Third-party complaints allowed
- ✓ Not restricted by time limitations