



DIRECTOR'S POLICY 500-07

Equal Employment Opportunity

Originating Component:	Equal Employment Opportunity (EEO)
Effective:	October 29, 2021
Releasability:	This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com .
Reissues and Cancels:	DP 500-07, Equal Employment Opportunity, dated June 29, 2018

1. PURPOSE: This DP communicates the Director's support for EEO.

2. POLICY.

a. DeCA embraces EEO and inclusiveness and is committed to maintaining a workplace that is free of discrimination. As Director, I reaffirm the Agency's commitment to the guiding principles of EEO in the workplace. Workplace discrimination and/or harassment directed towards an individual, or group of individuals singled out and treated differently because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability (mental or physical), genetic information, or reprisal, is prohibited. Protected activity includes participating in the EEO complaint process and opposing discriminatory practices or actions. DeCA will not tolerate workplace harassment or reprisal against anyone who engages in protected activity. EEO covers all personnel and employment programs, management practices and decisions, including but not limited to, recruitment, hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separations.

b. I am committed to ensuring DeCA's workplace is free from unlawful discrimination, harassment, and reprisal/retaliation, and that all employees and applicants are free to compete for employment, promotions, career opportunities, and awards on a fair and level playing field. I expect no less than complete support by all managers, supervisors, and employees by adhering to EEO policies and regulations, and refraining from engaging in acts of discrimination against other employees and applicants for employment. Employees who observe acts of discrimination must report such matters to the appropriate officials. Supervisors who observe discriminatory acts, to include acts of harassment, must address such matters immediately.

c. Critical aspects of a successful EEO program are communication and training. We must communicate our positive regard for diversity and recognize that if we show commitment to all of our employees, they will, in turn, enhance service to our customers. Training programs will support our employees' understanding of the need to treat people with dignity, civility, and respect.

3. RESPONSIBILITIES.


a. DeCA employees shall perform their duties and conduct themselves in a manner that reflects the EEO principles.

b. DeCA employees, former employees, and applicants for employment who believe they have been subjected to unlawful discrimination, harassment, or retaliation for participating in the EEO complaint process or opposing discrimination in the Agency, or hindered from participating in the discrimination complaint process, are encouraged to contact an Agency EEO counselor within 45 calendar days of the alleged discriminatory act, harassment, or retaliation, or from when they reasonably became aware of the discrimination, harassment, or retaliation.

c. All DeCA employees, including managers and supervisors, must take responsibility for reporting and addressing discriminatory conduct and preventing all types of discrimination.

d. Employees or applicants for employment who believe the Agency has subjected them to workplace harassment can review DeCA Implementing Procedures for Anti-Harassment Policy and DoD Instruction 1020.04, "Harassment Prevention and Response for DoD Civilian Employees," for information on how to report allegations of workplace harassment.

4. **APPLICABILITY.** This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.


William F. Moore
Director