



DEFENSE CONTRACT AUDIT AGENCY EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT OF COMMITMENT

It is the policy of the Defense Contract Audit Agency (DCAA) that all DCAA personnel shall be fully committed to diversity management and equal opportunity in employment through implementation of strong Equal Employment Opportunity (EEO) and Affirmative Employment Programs. Discrimination based on race, color, religion, sex, national origin, age (40 and older), disability (mental/physical) or reprisal (for taking part in an EEO protected activity) is prohibited by U.S. Equal Employment Opportunity Commission Regulation, [Title 29, Code of Federal Regulations \(C.F.R.\), Part 1614](#), which provides policies and procedures for filing, processing, investigating, and settling discrimination complaints. All DCAA personnel policies, practices, and operations will be consistent with this mandate and comply with EEO regulatory guidelines.

All DCAA personnel must aggressively pursue and implement affirmative employment strategies designed to promote equal opportunity in the workforce. Attention to EEO goals and objectives will result in the attainment of full representation for all persons at all grade levels and occupations. Agencies that tie diversity and inclusion to their business strategy are known to increase performance and customer satisfaction. Every manager and supervisor must demonstrate dynamic leadership to foster a workplace that is free of discrimination and harassment. All DCAA supervisory and non-supervisory employees will fully support this policy and take immediate, appropriate measures to stop, identify, and prevent all forms of unlawful discrimination. Harassment of any kind will not be tolerated in DCAA.

The same high level of effort and commitment required of every DCAA manager and supervisor to ensure excellence in auditing and customer service is also needed to accomplish equal opportunity and affirmative employment objectives. Every DCAA employee shall do his or her part to act in accordance with these ideals.

Any employee, former employee, applicant for employment or certain contract employees who believes he/she has been discriminated against must contact a representative from the Equal Employment Opportunity office (EEO) within 45 days of the occurrence or within 45 days of becoming aware of the alleged discriminatory act. Contact and EEO information can be found at the DCAA's Intranet website at <https://infoserv.dcaaintra.mil/hr/eo.html>.

All DCAA supervisors and managers shall take proactive measures to ensure that this policy is enforced throughout DCAA's workforce. Acting together, DCAA will accomplish the goal to achieve a workforce reflective of the diversity and talent of our nation.

This policy should be posted on all official bulletin boards in compliance with 29 C.F.R. 1614.120(b)(6). Questions concerning this policy should be addressed to Agency EEO Officer, at telephone number 703-767-1240.


Patrick J. Fitzgerald, Director
December 2009



DEFENSE CONTRACT AUDIT AGENCY POLICY STATEMENT ON A HARASSMENT-FREE WORK ENVIRONMENT

It is the firm policy of the Defense Contract Audit Agency that harassment of any individual because of race, sex, religion, color, national origin, age (40 and older), disability (mental/physical), or reprisal (participation in a protected EEO activity) is unacceptable and will not be condoned or tolerated. Harassment for any of these reasons is misconduct and a form of discrimination which violates the law.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual; has the purpose or effect of creating an intimidating, hostile, or offensive work environment; unreasonably interferes with work performance; or otherwise adversely affects employment opportunities. Harassing conduct includes, but is not limited to epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, written or verbal comments, or graphic material to denigrate or show hostility or aversion toward an individual or group based upon any protected status or directed toward an employee because of his or her protected status.

Harassment (sexual and non-sexual) is unacceptable conduct and will not be tolerated at any level. Individuals who believe they are being harassed or who witness harassment are encouraged to take early action to stop the behavior. Employees should promptly report incidents of harassment to their supervisor or someone in their management chain. Individuals who believe they are being harassed may also contact their EEO Office, either to report the incident or to pursue a discrimination complaint.

Managers and supervisors must lead by example, set high standards, and be constantly aware of the conditions and interpersonal actions in the workplace. Each manager and supervisor must clearly communicate this policy to employees in his/her organization. Any management official who becomes aware of possible harassing behavior, either through reports from employees or direct observation, must promptly investigate the matter. Substantiated harassment complaints will result in corrective administrative or disciplinary action to the perpetrator which can range from reprimand to removal. Retaliating or discriminating against an employee for reporting or cooperating with the investigation of allegations of harassment is prohibited and will result in appropriate disciplinary action.

Each employee is responsible for creating and promoting an atmosphere free of discrimination and harassment, sexual or otherwise. DCAA employees are responsible for respecting the rights of their coworkers. Managers and supervisors are responsible for establishing and maintaining a safe work environment for their employees and to take steps necessary to prevent harassment. We all share in the responsibility to create a professional work environment. I am personally committed to maintaining a workplace free from harassment, not only for employees but for all individuals engaged in business with DCAA. I expect all DCAA employees to support this policy with a positive attitude and spirit of cooperation.


Patrick J. Fitzgerald, Director
December 2009



DEFENSE CONTRACT AUDIT AGENCY REASONABLE ACCOMMODATION

It is the policy of the Defense Contract Audit Agency (DCAA) to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the Agency. This policy applies to all applicants, employees, and employees seeking promotional opportunities. DCAA will adhere to all applicable federal laws, regulations, and guidelines with respect to providing reasonable accommodations to afford equal employment opportunity to qualified individuals with disabilities. A flexible, interactive process that involves both the qualified individual with a disability and Agency officials will be used to identify the appropriate reasonable accommodation. Where possible and appropriate, reasonable accommodations shall be provided in a timely and cost-effective manner.

A person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. An employee with a disability in need of an accommodation must inform his or her supervisor when he or she knows there is a workplace barrier that is preventing him or her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. An employee has the responsibility of requesting accommodation *before* performance suffers or conduct problems occur.

A reasonable accommodation is a modification or adjustment in the manner in which work is customarily done in the performance of a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is applicable for the following: to assure equal opportunity in the employment process; to enable a qualified individual with a disability to perform the essential functions of a job, and; to enable an employee with a disability to enjoy equal benefits and privileges of employment.

Employees and supervisors should follow the procedures for requesting a reasonable accommodation found in [Chapter 69 - Reasonable Accommodation of Disabilities](#) of the DCAA Personnel Management Manual located on the DCAA website or by contacting your local Reasonable Accommodation Advisor.



Patrick J. Fitzgerald, Director

December 2009