



DEFENSE CONTRACT AUDIT AGENCY EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) that all DCAA personnel be fully committed to Equal Employment Opportunity (EEO) throughout the Agency. As expressed in the Agency's Strategic Plan for FY2021- FY2025, the values of TEAM IT are reflected in our workplace. These values include respecting differences, encouraging inclusion, and managing conflict. This creates win/win outcomes.

Discrimination based on race, color, religion, sex (to include pregnancy, sexual orientation, gender identity, and expression), national origin, age (40 and older), disability (mental/physical), genetic information, or reprisal (for taking part in an EEO protected activity) is prohibited by U.S. Equal Employment Opportunity Commission Regulations, 29 C.F.R Part 1614. DCAA will not tolerate any unlawful employment discrimination. All employees have the assurance that the Agency will not tolerate workplace harassment, and that the Agency will correct harassing conduct before it becomes severe or pervasive.

This policy applies to all terms and conditions of employment including but not limited to: recruiting, hiring, placement, promotion, demotion, job classification, job assignment, termination, transfer, leave of absence, compensation, training, and reasonable accommodations. The Agency will continue to strive to ensure that EEO policy is Agency policy and that all employment decisions will be made in a non-discriminatory manner and based on merit only. All employees have the right to compete on a fair and level playing field.

It is the responsibility of all DCAA personnel to ensure a workplace free of unlawful discrimination. Every manager and supervisor must demonstrate dynamic leadership to foster a workplace free of discrimination. Also, retaliation against any person who participates in the EEO process or opposes perceived discrimination is illegal and inconsistent with DCAA values.

Any employee, former employee, or applicant for employment who believes they have been discriminated against must contact a representative from the EEO Office within **45 days** of the date they knew or should have known of the alleged discrimination. EEO contact can be made through the EEO Business Center at 571-448-2007 or email at DCAA-EEO@dcaa.mil.

This policy will 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 the Agency EEO Director through the EEO Business Center.

Terri L. Dilly, Director

Date: November 9, 2022

THE EEO COMPLAINT PROCESS

Defense Contract Audit Agency

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WHO CAN FILE?

Any current or former employee, or applicant for employment who believes he or she has been discriminated against because of:

- Race
- Age (40 or above)
- Sex (includes pregnancy; gender stereotyping; and sexual orientation)
- Religion
- Reprisal
- Skin Color/Tone
- Genetic Information
- National Origin
- Equal Pay and/or compensation
- Disability (mental or physical)

45

WHAT IS THE TIME LIMIT?

Allegations of discrimination MUST be raised with an EEO Counselor or EEO Official within forty-five (45) calendar days following:

- An alleged discriminatory act or incident
- The effective date of an alleged discriminatory personnel action; or
- Knowledge of an alleged discriminatory action



HOW TO MAKE CONTACT?

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DEFENSE CONTRACT AUDIT AGENCY REASONABLE ACCOMMODATION POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) to provide reasonable accommodations to qualified individuals with disabilities. This policy applies to all Agency employees and applicants.

Reasonable accommodation is a modification or adjustment to the work environment which enables a qualified individual with a disability to perform the essential functions of their position. A qualified individual with a disability is a person with a physical or mental impairment which materially or substantially limits one or more major life activities. DCAA adheres to all applicable federal laws, regulations, and guidelines with respect to providing an accommodation unless it would impose an undue burden on the Agency.

The processes for requesting reasonable accommodations and personal assistant services are governed by DCAA Instruction (DCAAI) 1440.2, DCAA Reasonable Accommodation of Disabilities Program. DCAAI 1440.2 defines the accommodation process as a flexible interaction between the requestor and the deciding official. An employee with a disability begins the process by informing either their supervisor or someone reasonably associated with the accommodation process of their request. However, employees are strongly encouraged to contact the EEO Office if they are interested in a reasonable accommodation. In most instances, the deciding official will be the Field Audit Office (FAO) Manager or their equivalent in non-FAO organizations. The DCAA Reasonable Accommodation Manager will assist in the interactive process between the deciding official and the requestor to determine what, if any, reasonable and effective accommodation(s) are needed. Depending on the request, other DCAA organizations may be involved in the interactive process and assist the deciding official in determining reasonable and effective accommodation(s). Once a decision on accommodation is made, the deciding official will notify the requestor in writing as to what accommodation, if any, will be provided.

Reasonable accommodations enhance our workforce's ability to perform their duties and meet DCAA mission requirements. Employees and supervisors are encouraged to become familiar with DCAAI 1440.2. If you have any questions regarding the accommodation process please contact the DCAA Reasonable Accommodation Manager through the DCAA EEO Business Center. The DCAA EEO Business Center can be reached at (571) 448-2007 or email at DCAA-EEO@dcaa.mil.

Terri L. Dilly, Director
Date: November 9, 2022



DEFENSE CONTRACT AUDIT AGENCY ANTI-HARASSMENT PROGRAM POLICY STATEMENT

It is the policy of the Defense Contract Audit Agency (DCAA) that harassment is unacceptable conduct that degrades employees, causes disruption in the workplace, negatively impacts morale, and will not be condoned or tolerated. It further violates the Agency's values as expressed in the Agency's Strategic Plan for FY2021-FY2025. The values of TEAM IT (Teamwork, Excellence, Accountability, Mutual Respect, Integrity, and Trust) include respecting differences, encourages inclusion, manages conflict well, and creates win/win outcomes. The Agency highly encourages the use of Alternative Dispute Resolution for workplace disputes.

Harassment is defined as unwelcome verbal or physical conduct that can reasonably be considered to adversely affect the work environment or result in a tangible employment action. This conduct includes, but is not limited to:

- 1) Racial or ethnic epithets, abusive or foul language, unwanted sexual flirtations;
- 2) Improper touching;
- 3) Derogatory or explicit materials or obscene gestures;
- 4) Offensive emails, instant messages, social media posts, either to or about co-workers, whether made at or away from work.

Harassment that is based on an employee's race, color, religion, sex (to include pregnancy, sexual orientation, gender identity, and expression), origin, age (40 and older), disability (mental/physical), and genetic information, or for taking part in an Equal Employment Opportunity (EEO) protected activity, is misconduct and violates the law. The Agency will address harassing conduct before it becomes unlawful harassment.

Individuals who believe they are being harassed or who witness harassment should promptly report it to their management chain. In addition, individuals who believe they are being harassed should contact the Anti-Harassment Coordinator through the EEO Business Center at 571-448-2007 or email at DCAA-EEO@dcaa.mil. If employees believe the conduct rises to a criminal level, such as assault or battery, they should contact DCAA Security, Federal Protective Services, or their local law enforcement.

Once management becomes aware of the alleged harassment, they **must** take immediate steps to correct any possible harassment. The first step is to contact the Anti-Harassment Coordinator who will coordinate a management inquiry into the allegations. Within 10 days of receiving an allegation of harassment, an inquiry will commence, and will be prompt, thorough, and impartial as outlined in the Agency's *Process and Procedures Guide for Management Directed Inquiries*. Management will keep the employee informed during the inquiry process. If the inquiry substantiates the harassment allegation, management will take corrective action to eradicate the harassment as soon as possible, but no later than 60 days after receipt of the allegation.

To the extent possible, the Agency will protect the confidentiality of the individual(s) bringing claims of harassment. Also, any individual who reports harassment or provides information during a harassment inquiry is protected against any form of illegal retaliation for their participation. The Agency will not tolerate any illegal retaliation for reporting harassment or participating in a harassment inquiry.

Terri L. Dilly, Director

Date: November 9, 2022