MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P.O. Box 269101
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CAAG 27 May 2011

MEMORANDUM FOR Servicemembers and Employees of the California Military Department

SUBJECT: Policy Memorandum 2011-06 - Workplace Harassment Prevention Policy

1. The California Military Department's policy on the prevention of workplace harassment is clear and unequivocal. Workplace harassment, sexual or otherwise, will not be tolerated in the California Military Department (CMD). Harassment violates acceptable standards of character and fairness required of all Soldiers, Airmen, and civilians. It also impedes mission accomplishment and unit/workplace cohesion.

2. Offensive behavior which violates a person's rights granted under Title VII of the 1964 Civil Rights Act is a violation of law. Pictures, cartoons, or jokes that have the potential to offend will not be tolerated. Transmission of information which offends on the basis of race, color, national origin, sex/gender, age, disability, or religion has the potential to create a hostile work environment.

3. Every military Servicemember and employee in the CMD (Technician, Active Guard Reserve, State Active Duty, State Civil Service, Full Time National Guard Duty Operational Support, Traditional, State Military Reserve, or contractor) must be assured that these types of offensive behavior in the workplace will not be tolerated and that such situations will be dealt with swiftly. Individuals who participate in inappropriate behavior are subject to "no-nonsense" disciplinary action. Supervisors, managers, and leaders who allow workplace harassment to continue or fail to take appropriate corrective action are considered a party to the offense, even though they may not have engaged in such behavior. Commanders, leaders, managers, and supervisors, I look to you to continue setting the standard, and take the lead in being a prime example of respectful, professional behavior.

4. Individuals who perceive they are being harassed should make it clear to the alleged harasser/offender that the behavior is "unwelcome," and report the harassment to an appropriate authority. It is the responsibility of every leader, military or civilian, to examine allegations of harassment, and take necessary action to address matters swiftly and fairly.

5. I know that you will continue to support the California Military Department's continuing commitment to eradicate harassment while exhibiting the highest level of professional leadership that our communities, state, and nation expect.

6. Any questions or comments may be addressed to Mr. Steven Read, State Equal Employment Manager, at (916) 854-3421, DSN 466-3421, CAGNET 6-3421, or steve.read1@us.army.mil.

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Brigadier General
The Adjutant General