DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
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10 November 2005

MEMORANDUM FOR ALL COMMANDERS, DIRECTORS, MANAGERS, SUPERVISORS and EMPLOYEES OF THE CALIFORNIA NATIONAL GUARD

SUBJECT: Workplace Consideration of Others for a Positive Environment

1. It is my policy and the intention of the senior leadership of the California National Guard, that the workplace be free of offensive language, physical abuse, and verbal insults. Displayed materials should also be free of discrimination, prejudice and stereotypes.

2. Pictures, cartoons, or jokes that offend (or have the potential to offend) employees will not be tolerated. Offensive behavior (verbal, e-mail, or hard copy) that violates a person's rights granted under Title VII of the 1964 Civil Rights Act, is breaking the law. The transmission of information that 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 member and employee in the California National Guard (Technician, AGR, SAD, SCS, ADSW, M-Day, or contractor) must be assured that these types of offensive behavior in the work place will not be tolerated and will be dealt with swiftly. Individuals who participate in inappropriate behavior may be subject to disciplinary actions. Supervisors, managers, and leaders will be held accountable to ensure the workspaces are free from offensive behavior.

4. Everyone shares in the responsibility to ensure that the California National Guard maintains a workplace environment considerate of others that fosters respect for all people, as we strive to fulfill our mutual goal of supporting the mission.

WILLIAM H. WADE II
Major General
The Adjutant General

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