DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
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CAAG 25 July 2008

MEMORANDUM FOR THE ENTIRE CALIFORNIA NATIONAL GUARD

SUBJECT: Policy Memorandum 2008-02 - Sexual Harassment Prevention Policy

1. The California National Guard's policy on the prevention of sexual harassment in the work environment is clear and unequivocal. Sexual harassment will not be tolerated in the California National Guard (CNG). Sexual 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. Pictures, cartoons, or jokes that have the potential to offend will not be tolerated. Offensive behavior that violates a person's rights granted under Title VII of the 1964 Civil Rights Act is a violation of law. Any 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, and will be dealt with according to law and regulations.

3. Every military Servicemember and employee in the CNG (Technician, Active Guard Reserve, State Active Duty, State Civil Service, Active Duty for Special Work, Traditional, State Military Reserve, or contractor) can be assured that these types of offensive behavior in the work place will not be tolerated and that these situations will be dealt with swiftly. Individuals who participate in inappropriate behavior are subject to "no-nonsense" disciplinary action. Supervisors, managers, and leaders will be held accountable to ensure that the workplace is free from offensive behavior.

4. Commanders, leaders, managers, supervisors, and every employee (military and civilian), I look to you to continue setting the standard and take the lead in being the prime example of respectful and professional behavior.

5. Individuals who perceive they are being sexually 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 sexual harassment and take the necessary action to address matters swiftly and fairly.

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

7. Any questions or comments may be addressed to the EEO/EO Office at (916) 854-3137.

WILLIAM H. WADE II
Major General
The Adjutant General