



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

20 June 2008

MEMORANDUM FOR MILITARY SERVICEMEMBERS AND EMPLOYEES OF THE
CALIFORNIA NATIONAL GUARD

SUBJECT: Consideration of Others for a Positive Work 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) 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 Servicemember and employee in the California National Guard (Technician, Active Guard Reserve, State Active Duty, State Civil Service, Active Duty for Special Work, Traditional, State Military Reserve, 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 are subject to disciplinary action. Supervisors, managers, and leaders will be held accountable to ensure the workplace is free from offensive behavior.
4. Everyone shares in the responsibility to ensure that the California National Guard maintains a positive workplace environment considerate of others that fosters respect for all people, as we endeavor to fulfill our mission.


WILLIAM H. WADE II
Major General
The Adjutant General

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