DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
OFFICE OF THE ADJUTANT GENERAL - CALIFORNIA NATIONAL GUARD
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SACRAMENTO, CALIFORNIA 95826-9101

CARSD-J1-HR-EO 6 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Statement on the Prevention of Sexual Harassment (Policy 05-03)

1. As The Adjutant General, I am firmly committed to supporting a "zero tolerance" policy for sexual harassment. Sexual harassment violates acceptable standards of character and fairness required of all Soldiers, Airmen, and Civilians. It also harms mission accomplishment and unit/workplace cohesion.

2. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other kinds of verbal or physical conduct of a sexual nature made a term or condition of a person's job. This behavior creates a hostile or abusive environment ultimately interfering with the performance of Soldiers, Airmen, and Civilians.

3. Sexual harassment in any form is a violation of federal law and National Guard regulations. It is also a violation of laws and regulations to ignore or condone claims of sexual harassment, to take reprisal action against a person for filing a claim or being witness, or to make false accusations of sexual harassment.

4. Individuals who perceive they are being sexually harassed by supervisors, superiors, co-workers, or peers 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 ensure that these matters are addressed swiftly, fairly, and effectively.

5. Where allegations are substantiated, offenders will be subjected to "no-nonsense," strong disciplinary actions ranging from reprimand to termination.

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

7. Managers and supervisors, I look to you to set the example and take the lead in being the prime example of respectful and professional leadership.

8. Equal Opportunity Advisors, Representatives, and Military Equal Opportunity Officers will work with the Equal Opportunity Office to assure that every Soldier, Airman, and Civilian receives one hour of annual training on the Prevention of Sexual Harassment per NGR 600-21 and one hour at least every two years per ANGI 36-7. Sexual harassment can be prevented if we all do our part.

9. Any questions or comments may be addressed to the EEO/EO Office at 916-854-3421/3646.

WILLIAM H. WADE II
Major General
The Adjutant General

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