DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
HEADQUARTERS, CAMP ROBERTS
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR

22 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Preventing Sexual Harassment

1. Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which is made a term or condition of a person's employment, is used as a basis for career or employment decisions affecting a person, interferes with the performance of an employee, or creates an intimidating, hostile or offensive working environment. Keep in mind that what you think is acceptable may be highly offensive to someone else.

2. Sexual harassment, like any form of discrimination, is detrimental to trust and teamwork. As post commander, I will ensure the garrison staff receives annual training in recognizing sexual harassment, in understanding the individual and supervisory responsibilities for preventing sexual harassment, in understanding how to report sexual harassment, and awareness of how to seek assistance. I expect all leaders and supervisors to take responsibility in prevention as well as take prompt and appropriate corrective action on allegations of sexual harassment.

3. Everyone has an obligation to report sexual harassment. Anyone who believes that he or she has experienced or witnessed sexual harassment or related retaliation will promptly report such behavior through their supervisors to myself. If appropriate, the supervisor or employee may directly contact me.

4. A copy of this policy statement will be posted on official bulletin boards. As part of the annual training requirement, each garrison employee will signify their understanding of this policy by reading, signing, and dating a file copy.

JOHN F. SMITH
COL, FA, CAARNG
Commanding

DISTRIBUTION:
B (Garrison Staff and Tenant Organizations)