



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS - MONTANA

P.O. Box 4789, 1956 Mt Majo Street
Fort Harrison, Montana 59636-4789

AG

1 October 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2011-05A – Command Policy Concerning Montana National Guard Zero Tolerance Policy on Sexual Harassment

1. Reference.

a. Military: NGR 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System.

b. Federal: NGR (AR) 690-600/NGR (AF) 40-1614, National Guard Civilian Discrimination Complaint System.

c. State: State employees and Soldiers/Airmen on state active duty are covered by state Equal Employment Opportunity policies and regulations.

2. Purpose. This policy states my firm commitment that all Montana National Guard (MTNG) employees and members are entitled to work in an environment free from sexual harassment.

3. Policy. Harassment on the basis of sex is a violation of law and spelled out in military and federal regulations.

a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature are not tolerated and constitute sexual harassment when:

- (1) Sexual conduct is made a term or condition of an individual's employment, or
- (2) Exposure to sexual conduct is used as the basis for employment decisions, or
- (3) Sexual conduct interferes with an individual's work performance, or
- (4) Creates an intimidating, hostile, or offensive work environment.

b. Commanders, managers, and supervisors are directed to protect all employees, Soldiers, and Airmen:

(1) From acts of sexual harassment in the workplace. If such acts occur, they must demonstrate that they took immediate and appropriate corrective action.

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(2) From acts by non-employees sexually harassing employees or members in the workplace. Again, leaders will be held accountable for taking immediate and appropriate corrective action.

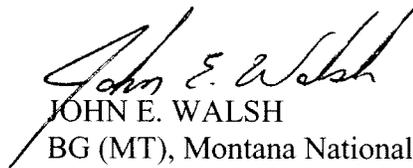
(3) By taking all necessary steps to prevent sexual harassment from ever occurring by: expressing strong disapproval of such behavior, providing necessary protections, informing employees and members of their rights, how to raise the issue of sexual harassment, and sensitizing through education all employees and members on what to look for in such behavior.

c. Any employee, Soldier, or Airmen found in noncompliance with this policy is subject to immediate disciplinary action under applicable military and federal regulations.

4. Prevention of sexual harassment is critically important throughout the MTNG. The responsibility to assure that our work environment is free from sexual harassment rests squarely on the shoulders of all National Guard leaders. Everyone in the MTNG must fully understand that Sexual Harassment will never be tolerated. Your cooperation and support of this policy is expected.

5. The MTNG's State Equal Employment Manager (SEEM) is Ms. Linda Kortum and can be reached at (406) 324-3117 or DSN 324-1774.

6. This policy statement is to be posted to all official bulletin boards and filed in accordance with 2011-01A command policy memo.


JOHN E. WALSH
BG (MT), Montana National Guard
The Adjutant General

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