



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MILITARY & VETERANS AFFAIRS
LANSING

MG GREGORY J. VADNAIS
THE ADJUTANT GENERAL AND DIRECTOR

NGMI-TAG

23 March 2015

MEMORANDUM FOR Michigan National Guard (MING) and Department of Military & Veteran Affairs (DMVA) Employees and Members

SUBJECT: Sexual Harassment Prevention Policy

1. Reference.

a. Military: NGR 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System, 30 March 2001.

b. Federal: NGR (AR) 690-600/NGR (AF) 40-1614, National Guard Civilian Discrimination Complaint System, 15 March 1993.

2. Purpose. To ensure that all Michigan National Guard (MING) employees and members work in an environment free from sexual harassment.

3. Policy. Harassment on the basis of sex/gender constitutes workplace discrimination that is a violation of law as set forth in federal and state statutes, military policy, and federal regulations.

a. Definition:

(1) Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

(a) Sexual conduct is made a term or condition of an individual's employment, or

(b) Exposure to sexual conduct is used as the basis for employment decisions, or

(c) Sexual conduct interferes with an individual's work performance, or

(d) Sexual conduct creates an intimidating, hostile, or offensive work environment.

(2) Any person in a supervisory or command position who uses or allows

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implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier, Airman or civilian employee is engaging in sexual harassment. Similarly, any Soldier, Airman or civilian employee who makes deliberate or repeated unwelcome verbal (i.e. comments, jokes), nonverbal (i.e. gestures, display of pictures) or physical (i.e. touching, bumping) conduct of a sexual nature is engaging in sexual harassment.

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, immediate and appropriate action must be taken to correct and eliminate sexual harassment.

(2) From acts by non-employees sexually harassing employees or members in the workplace. Leaders will take immediate and appropriate action to correct and eliminate sexual harassment.

(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.

(4) By taking all necessary steps to immediately remove from the workplace any and all signs, pictures, posters, clippings, documents, screen savers, papers, books, journals, magazines, videos, and any other written or graphic materials that display, emphasize or suggest sexual, lewd, obscene, pornographic or otherwise inappropriate images and/or activity.

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

d. State employees and Soldiers/Airmen on state active duty are covered by Michigan state statutes, policies and regulations regarding sexual harassment.

4. Prevention of sexual harassment is of critical importance to the Michigan National Guard. The responsibility to assure that our work environment is free from sexual harassment rests squarely on the shoulders of all National Guard and Department of Military Affairs leaders. Everyone in the Michigan National Guard must fully understand that Sexual Harassment will never be tolerated.

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5. P.O.C. are the State Equal Employment Manager at (517) 481-7725 or DSN 623-9725, (for Federal Technicians and Military members) or the Department of Military & Veteran Affairs (DMVA) Human Resources Director at (517) 481-7661 (for State employees).

6. This policy statement is to be posted to all official bulletin boards.



GREGORY J. VADNAIS
Major General, MI ARNG
The Adjutant General