



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
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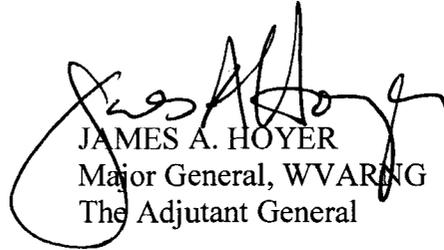
MEMORANDUM FOR All Personnel

SUBJECT: Prevention of Sexual Harassment Policy

1. References:
 - a. 29 Code of Federal Regulations, as amended
 - b. NGR 600-22/ANGI 36-3
 - c. NGR (AR) 690/NGR (AF) 40-1614
2. Sexual Harassment destroys the command climate of an organization by eroding the basic tenets of trust and discipline; I will not tolerate it at any level within our organization. All military leaders and civilian supervisors must set the example and ensure all soldiers, airmen and civilian employees are aware and comply with the acceptable standards of conduct. Specifically, sexual harassment is defined as: influencing, offering to influence, or threatening the career of another person, in exchange for sexual favors. The deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work/work related environment will not be tolerated. Every person in the West Virginia National Guard community must ensure sexual harassment is reported immediately and dealt with swiftly. This responsibility requires each individual to promote a climate where such conduct is prohibited.
3. I expect the personal involvement of every commander, manager, and supervisor to ensure the complete implementation of this policy, and making your personnel aware of the channels available to report perceived or actual instances of sexual harassment. These channels include the chain of command, Equal Employment Office representatives, and the Inspector General.
4. It is my intent for all personnel at every level to be trained to recognize sexual harassment and understand their responsibility in preventing it. Individuals who are sexually harassed should make it clear such behavior is unacceptable and report the occurrence of harassment. It is the responsibility of every leader to ensure any instance of sexual harassment is dealt with efficiently and effectively.
5. Each complaint of sexual harassment will be given prompt attention, treated objectively, and resolved where possible at the lowest level of management. Disciplinary measures outlined in respective technician and military regulations are to be applied in instances where

individuals are found to have engaged in acts of sexual harassment. Moreover, such instances are to be thoroughly documented in technician performance evaluations or military efficiency reports. We must be committed to this policy and demand respect for the human dignity of all our personnel. I am confident you will ensure the spirit and intent of this policy is observed.

6. The point of contact for this memorandum is the State Equal Employment Manager, Capt Michael A. Ramsey, at (304) 561-6430 or DSN 623-6430.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General