



WASHINGTON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, WASHINGTON NATIONAL GUARD
CAMP MURRAY, TACOMA, WA 98430-5000

COMMAND POLICY MEMORANDUM

J1-SEEM

30 March 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment (POSH)

1. The purpose of this memorandum is to provide guidelines concerning the prevention of sexual harassment (POSH) within the Washington National Guard. I stand firmly committed to a workplace free from sexual harassment and all other forms of discrimination for all employees. All officers, non-commissioned officers, technician personnel, and other employees of the Washington Army and Air National Guard, to include applicants for employment, will have the right to a workplace free from sexual harassment. Sexual harassment is highly inappropriate behavior and will simply not be tolerated within the Washington National Guard.

2. Sexual harassment can occur between males and females as well as between members of the same gender. Both females and males may be victims of sexual harassment. There are two types of sexual harassment defined as follows:

A. Quid Pro Quo, or This for That: “Influencing, coercing, or threatening the career, pay, promotion, or job security of another employee (usually a subordinate), male or female, in exchange for sexual favors.”

B. Hostile Work Environment: “Deliberate and/or repeated unwelcome and inappropriate verbal and/or written comments, gestures, or physical contact of a sexual nature within the workplace. This includes verbal or written (to include email) sexual jokes, sexual or pornographic posters and/or screen savers, sexually explicit music, as well as sexually offensive comments, actions or physical gestures.”

3. Sexual harassment is a very serious offense and will not be tolerated within the Washington National Guard. Victims of sexual harassment should immediately report the incident to their supervisor, chain of command, or an EEO/EO official. They have the right under the law to lodge a formal EEO/EO complaint against the alleged perpetrator. All allegations of sexual harassment will be investigated. Perpetrators of a substantiated claim of sexual harassment will be subject to disciplinary action, regardless of rank or position. I expect all leaders and supervisors within the Washington National Guard to promote, establish, and maintain a positive work environment free from sexual harassment and to take swift and immediate action should an incident of sexual harassment occur. Leaders are highly encouraged to coordinate with the State Equal Employment Manager (SEEM) to ensure that their subordinate employees receive POSH

J1-SEEM

SUBJECT: Prevention of Sexual Harassment (POSH)

and EO training on an annual basis in accordance with National Guard Bureau (NGB) and Equal Employment Opportunity Commission (EEOC) policies.

4. This memorandum supersedes Command Policy Memorandum 15-99, dated 17 December 1999, and is to be posted within each Major Command and Directorate within the Washington National Guard. The point of contact for this memorandum is the State Equal Employment Manager (SEEM), CPT Kurt A. Rorvik at (253) 512-8348 and/or Kurt.Rorvik@ng.army.mil.

TIMOTHY J. LOWENBERG
Major General, WA ANG
The Adjutant General

DISTRIBUTION:
ARNG A
ANG F