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STATE OF MICHIGAN
DEPARTMENT OF MILITARY & VETERANS AFFAIRS
LANSING

MG GREGORY J. VADNAIS
THE ADJUTANT GENERAL AND DIRECTOR

NGMI-TAG

17 February 2012

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

SUBJECT: Harassment Prevention Policy

1. The Michigan National Guard is committed to maintaining a work environment free of unlawful discrimination and harassment. Harassment in any form by DMVA/ MING employees, members, or individuals conducting business on property under DMVA/MING control or at sponsored activities – is unacceptable and will not be tolerated.
2. **Harassment and Sexual Harassment can take many forms.** While harassment cannot be limited to a formal definition, acts of sexual harassment which are prohibited include, but are not limited to: unwelcome sexual advances; requests, demands, or subtle pressure for sexual favors or sexual activity of another employee; and other verbal, nonverbal or physical conduct (e.g. lewd comments, jokes, or gestures; unwanted, intentional physical conduct of a sexual nature, and subjecting fellow employees to written or pictorial materials of a sexual nature) when:
 - a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, pay, or career; and/or
 - b. submission to or rejection of such conduct by an individual is used as a basis for career or employment decisions affecting such individuals; and/or
 - c. such conduct is offered in order to receive special treatment for, in exchange for, or in consideration of, any personnel action; and/or
 - d. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
3. **Harassment is strictly prohibited.** If anyone engages in any such conduct, let the offending person know immediately and firmly that you find the conduct offensive, and report the matter to your supervisor, a supervisor of your choice, the State Equal Employment Manager at (517) 481-7725 (for Federal Technicians and Military members) or the Department of Military & Veteran Affairs (DMVA) Human Resources Director at (517) 481-7662 (for State employees).

4. Prompt reporting of complaints is encouraged so they can be dealt with expeditiously and appropriate action taken when substantiated complaints of harassment are found. A prompt report not only aids the complaint, but also helps to maintain an environment free from discrimination for all employees. Employees, supervisors, and managers must report any incident of sexual harassment or harassment they may observe or become aware of even if they are not the target or victim of such harassment. Individuals reporting harassment complaints or providing information in connection with an investigation will not be retaliated against for their participation in this procedure.
5. Prevention and solution is the responsibility of all DMVA/MING employees. Commanders, supervisors, and managers at all levels will be held directly responsible and accountable for the work environment under their control. They will ensure that complaint procedures are visible and current.

**THIS POLICY WILL BE POSTED ON UNIT
AND WORKPLACE BULLETIN BOARDS**



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