



INDIANA JOINT FORCES HEADQUARTERS
NATIONAL GUARD
2002 South Holt Road
Indianapolis, Indiana 46241-4839



NGIN-PEH-EEO

21 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Number 17-14: Anti-Harassment Discrimination

1. All National Guard personnel (military, technician, and civilian employees) are entitled to a work environment free from sexual and non-sexual harassment discrimination. This is clearly a leadership issue and a form of misconduct that requires personal awareness and immediate attention of every member of the Indiana National Guard.
2. Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Conduct prohibited by this policy include offensive jokes, epithets or name calling, slurs, physical assaults or threats, intimidation, ridicule or mockery, insults, put-downs, offensive objects or pictures, and interference with work performance. Although a single utterance or act may not rise to a level that may be actionable under the law, it still has no place in the INNG. This policy prohibits harassment by or of any employee, supervisor, manager, contractor, vendor, applicant, or other individual with whom INNG employees come into contact by virtue of their work for the Guard.
3. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:
 - (1) Submission to such conduct is either an explicit or implicit term or condition of employment;
 - (2) Submission to or rejection of the conduct is used as a basis for making employment decisions
 - (3) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, offensive, or hostile environment.
3. Commanders and supervisors must ensure all individuals are informed of their rights and responsibilities in regard to harassment. Individuals who encounter any form of harassment must know they can get immediate assistance by following established complaint procedures. Immediate corrective or disciplinary action will be taken whenever improper behavior or sexual harassment is displayed. Such action may include counseling, written reprimand, suspension, demotion, or termination.

4. Members who feel they have been harassed are encouraged to address the behavior with the offender, their chain of command, contact an EO or EEO counselor or the State Equal Employment Manager (SEEM). All complainants will be protected from acts or threats of reprisal or retaliation.

5. The Equal Employment Opportunity (EEO) civilian and Equal Opportunity (EO) military reporting procedures start by contacting the SEEM for technician and state discriminatory concerns and the immediate chain of command for military personnel. Concerns relating to technician employment must be reported to the SEEM within **45 days** of the discriminatory event. National Guard military personnel must report a claim of discrimination to their supervisory chain of command or the State Equal Employment Manager (SEEM) within **180 days** of the discriminatory event.

6. Questions or concerns regarding this policy should be directed to the State Equal Employment Manager, Ms. Janice Taylor, located within the JFHQ Human Resource Office, or call (317) 247-3237.

7. Commanders, managers or other supervisors will ensure the widest possible dissemination to their personnel and ensure the policy is posted on bulletin boards and websites. EO Professionals on my staff are available to advise and assist individuals, commanders, management officials, and supervisors in addressing issues of sexual harassment.

8. This memorandum supersedes policy number 17-12 dated 15 December 2012.



R. MARTIN UMBARGER
Major General, INARNG
The Adjutant General

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