



**DEPARTMENTS OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
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WING-Z

1 September 2007

MEMORANDUM FOR All Department of Military Affairs Employees and Members of the Wisconsin Army and Air National Guard (Including Federal, State, AGR, Guard Members on Active Duty, Military Advisors, and Job Applicants)

SUBJECT: Policy against Harassment in the Workplace – TAG POLICY MEMORANDUM 4

1. The Wisconsin Department of Military Affairs (DMA) and Wisconsin National Guard (WING) are committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, color, age, religion, disability, or national origin. This also applies to harassment in connection with reprisal/retaliation for participating in a protected activity. All employees will respect the rights, opinions, and beliefs of others. Harassment of any person relating to any protected basis (including, but not limited to, sexual harassment) will not be tolerated. Any such harassment is prohibited by this policy – whether or not it also violates the equal employment opportunity laws. This policy applies to all Federal and State employees, AGR employees, Military Advisors, and Traditional National Guard military members,

a. Sexual harassment.

- No one may threaten or imply that an employee's submission to, or rejection of, sexual advances will in any way influence any decision about the employee's employment, advancement, duties, compensation, or other terms or conditions of employment.
- No one may take any personnel action based on an employee's submission to, or rejection of, sexual advances.
- No one may subject another employee to any unwelcome conduct of a sexual nature. This includes both unwelcome physical touching, blocking, staring, making sexual gestures, making or displaying sexual drawings or photographs, and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments.
- An employee's conduct will be considered unwelcome and in violation of this policy when the employee knows, or should know, that it is unwelcome to the person subjected to it.

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b. Other harassment.

- No one may harass anyone because of that person's race, color, age, gender, religion, ancestry, national origin, or in connection with illegal retaliation.
- Examples of conduct prohibited by this policy include using racial/ethnic/national origin slurs, offensive stereotypes, or joking. Other examples of prohibited conduct include inappropriate behavior/joking relating to an employee's disability, physical characteristics, religion, or age.

2. Making complaints and reporting violations. If you are a victim of harassment, you are requested and encouraged to bring this to the attention of a supervisor or management official and/or make a complaint to DMA or WING EEO office. Complaints may be made verbally and/or in writing. While the DMA and WING leadership will seriously consider all complaints, anonymous complaints pose a unique challenge, and will, in most cases, be referred to the chain of command/supervision for appropriate inquiry. Procedural requirements for making complaints vary based on the employment status of each employee as well as the type of harassment involved.

a. If you are a Federal employee, you may make your complaint to a manager or supervisor in your technician chain. You may also file your complaint with the Equal Employment Opportunity (EEO) Manager at 608-242-3702 or DSN 724-3702, or one of the appointed EEO Counselors. A list of EEO Counselors is posted on your facility bulletin board, as "Wisconsin National Guard Equal Employment Office Collateral Staff".

b. If you are an AGR employee or Traditional National Guard member, you should make your complaint to the Supervisor or Commander at your lowest chain of command. If this person is also the person you are complaining about, you should make your complaint to the Commander at the next level of command. You may also make your complaint to the EEO Manager at 608-242-3702, or DSN 724-3702.

c. If you are a DMA State of Wisconsin employee, you should make your complaint to the DMA State Human Resources Officer, at 608-242-3163/DSN 724-3163 or members of the State Affirmative Action Advisory Committee.

d. You are not required to complain first to the person who is harassing you.

e. Similarly, if you observe harassment of another employee, you are requested and encouraged to report this to someone in your supervision chain or chain of command.

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f. No reprisal, retaliation, or other adverse action will be taken against any employee for making, in good faith, a complaint, or reporting harassment, or for assisting in the investigation of any such complaint. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above.

3. Investigation of complaints and reports of illegal behavior. The DMA and WING will promptly and thoroughly investigate any complaint or reports of a violation of this policy. A thorough investigation can take several weeks, in some cases. You may, at any time, ask the person to whom you complained or reported about the status of the investigation.

4. The DMA and WING will take prompt disciplinary and remedial action, if an investigation shows a violation of this policy. Depending on the circumstances and the status of the employee, the disciplinary action may range from a warning to a discharge. A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against policy, and the DMA and WING will take appropriate disciplinary action if its investigation reveals that deliberately dishonest and bad faith accusations have been made.

5. If you have questions about my policy, please contact one of the following offices:

- Federal EEO Manager – 608-242-3702 or DSN 724-3702
- DMA State Human Resources Officer – 608-242-3163 or DSN 724-3163
- Human Relations/EO Officer (Army) - 608-242-3702 or DSN 724-3702
- Military Equal Opportunity (MEO) (Air) - 608-242-3702 or DSN 724-3702

///Signed\\

DONALD P. DUNBAR  
Brig Gen (WI), WI ANG  
The Adjutant General