

ILLINOIS ARMY NATIONAL GUARD  
COMPANY B (MAINT) 634TH FORWARD SUPPORT BATTALION  
109 EAST PARK STREET  
CHAMPAIGN, ILLINOIS 61820-3720

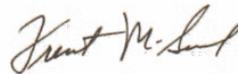
B-634FSB-66

1 November 2001

MEMORANDUM FOR: See Distribution

SUBJECT: Sexual Harassment Policy

1. Sexual harassment is illegal and will not be tolerated. All members of the Illinois National Guard have the right to work in an atmosphere that is free from sexual harassment and the negative effects it causes.
2. Sexual harassment is when certain behavior is unwanted and sexual in nature and involves a term or condition of employment, is the basis of employment decisions, or creates an offensive, intimidating, or hostile work environment. It is important to note that either gender can be the cause or recipient of sexual harassment. We cannot tolerate nor ignore any behavior, whether it is overt or covert, that destroys morale, lowers productivity and readiness, and prevents the accomplishment of our missions.
3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when combined with any of the following sets of facts:
  - a. Submission to the conduct is made a condition of employment.
  - b. Submission to or rejection of the conduct is made the basis for an employment decision.
  - c. The conduct seriously affects an employee's work performance or creates an intimidating, hostile, or offensive working environment.
4. You engage in sexual harassment if:
  - a. Through behavior of a sexual nature, you attempt to control, influence, or affect the career, pay, or job of any soldier or civilian employee.
  - b. You make deliberate or repeated verbal comments or gestures of a sexual nature that are offensive to the person to whom addressed or third parties present.
  - c. You make abusive physical contact of a sexual nature.
5. If a member of this unit experiences or has knowledge of a sexual harassment violation, they are encouraged to contact me immediately at home (317-357-8917) or at work (317-814-1258).



TRENT M. SEED  
CPT, QM, ILARNG  
Commanding

DISTRIBUTION:  
Each Individual