DEPARTMENTS OF THE ARMY AND AIR FORCE
Illinois Army and Air National Guard
1301 North MacArthur Boulevard, Springfield, Illinois
62702-2399

DMAIL Policy/Procedure Memo 2003-08
(ILNG)

1 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Statement on Sexual Harassment

1. Sexual Harassment continues to be an issue of concern in the workplace. There is no question that sexual harassment can effect the productivity of our personnel, and it has the potential to influence the success of our missions. I want to reaffirm that sexual harassment will not be tolerated within the Illinois National Guard. Therefore, I am directing that a more concentrated effort be made to free the workplace of sexual harassment and to redress the grievances of those who are victims of such harassment.

2. Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;

b. submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

c. such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

3. Why should you be concerned? Because sexual harassment is an illegal abuse of power, and it will not be tolerated in the Illinois National Guard. Title VII, Section 703 of the Civil Rights Act of 1964 states that employers may not discriminate on the basis of gender. As previously stated sexual harassment is a form of gender discrimination.

4. Whose responsibility is it to stop sexual harassment? It is your responsibility. The entire organization is effected and a mission can be jeopardized when sexual harassment is not prevented and dealt with appropriately. Supervisors bear a special responsibility. Any supervisor who knows or suspects that sexual harassment is occurring must take corrective action. The chain of command can take the same corrective actions in these situations as appropriate for misconduct.

5. Prevention of sexual harassment begins with examining our behavior. Ensure that your environment is free from intimidation and hostility. Prompt and appropriate action must be taken to prevent and reduce sexual harassment.

6. If you need assistance in this area, contact Capt Shelton, the State Equal Employment Manager at (217) 761-3518 or DSN: 555-3518.

7. This policy statement will be posted on all unit bulletin boards and distributed to all supervisory personnel.

8. This policy supersedes DMAIL-HRO-EE memorandum, SUBJECT: Policy Statement on Sexual Harassment, dated 18 September 1999.

Randal E. Thomas

RANDAL E. THOMAS
Brigadier General, ILARNG
The Adjutant General

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