OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment (POSH)

1. References:

a. Policy and Procedures on Equal Opportunity (EO) for Members in the Oklahoma Army and Air National Guard Memorandum, dated 1 October 2007.

b. Policy and Procedures on Equal Employment Opportunity (EEO) For Federal Employees Memorandum, dated 1 October 2007.

c. Policy and Procedures on Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment (POSH) For State Employees Memorandum, dated 1 October 2007.

2. The policy of the Oklahoma National Guard (OKNG) is to provide a work environment free from all forms of illegal discrimination, including sexual harassment. My goal is to eliminate sexual harassment within the OKNG.

3. Sexual harassment infringes on an individual's right to a comfortable workplace and is a form of misconduct that undermines the integrity of our organization. Sexual harassment and other forms of harassment creates a hostile work environment. I will not tolerate those who subject OKNG employees and members to sexual overtures or conduct, verbal or physical, overt or subtle.

4. The use of excessive profanity is also a form of sexual harassment and is not acceptable behavior by professionals. Offensive language can result in a sexual harassment complaint and cause embarrassment for you, your family, and the OKNG.

5. The leadership of the OKNG is held fully accountable and responsible for the work environment under their control. I challenge the leadership to provide a work environment free of all forms of harassment and illegal discrimination.

6. Leadership, supervisors, and managers at all levels are responsible for informing OKNG members and applicants, OKNG federal employees and applicants, and OMD State employees of the procedures for filing a Sexual Harassment complaint. Refer to paragraph 1 above.

7. Leadership, supervisors, and managers at all levels must conduct an informal investigation into allegations of sexual harassment even though a complaint has not been filed. Complaints of sexual harassment will be investigated and appropriate actions applied where sexual harassment is found to exist. Refer to paragraph 1 above.

8. This policy applies to all full-time employees (Federal and State), AGR personnel, ADSW personnel, and traditional soldiers/airmen both on and off duty.

9. Together, we can strengthen our efforts to maintain the quality and integrity of the OKNG in these challenging times.

FOR THE COMMANDER IN CHIEF:

HARRY M. WYATT III
Major General, OKANG
The Adjutant General

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