



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - VIRGINIA  
8000 JEFFERSON DAVIS HIGHWAY  
RICHMOND, VIRGINIA 23297

NGVA-ZA

12 April 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 19-003, Anti-Harassment & Prohibition of Harassing Conduct in the Workplace

1. Title VII of the Civil Rights Act of 1964 and all of its amendments prohibit harassment of an employee based on race, color, sex (including pregnancy, sexual orientation, and gender identify), genetic information, religion, or national origin. The Age Discrimination in Employment Act (ADEA) prohibits harassment of employees who are the minimum age of 40 or older on the basis of age and the Americans with Disabilities Act (ADA) prohibits harassment based on disability. All of the anti-discrimination statues enforced by the Equal Employment Opportunity Commission (EEOC) or covered by regulations prohibit retaliation for complaining of discrimination or participating in complaint proceedings. I am committed to having a healthy, harassment-free workplace.

2. The VANG does not tolerate harassing conduct in the workplace by anyone, including senior leaders, managers, supervisors, coworkers, or non-employees. Examples of non-employees may include charging parties, complainants, respondents, and other individuals employees may encounter during the course of business, such as contract workers, security guards, and delivery or maintenance staff.


3. Examples of harassing conduct prohibited by this Policy, when based on a protected characteristic, include the following, whether they occur in person, on social media, or in any another manner:

- Offensive jokes, comments, objects, or pictures
- Unwelcome questions about a person's identity
- Undue and unwelcome attention
- Ridicule or mockery
- Insults or put-downs
- Unwelcome touching or contact
- Slurs or epithets
- Threats or other forms of intimidation
- Physical or sexual assault

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4. The touchstone of this Policy is that if conduct based on another person's protected characteristic is unwelcome—that is, the conduct is unwanted or undesired—the conduct should not occur. This Policy does not require that the person who has engaged in the conduct agree that the conduct is wrong. This Policy does not seek to change what people think. Rather, it explains how the VANG expects its employees to act in the workplace.
5. Employees who observe or otherwise know of harassing conduct that appears directed against other employees are encouraged to report the conduct to the State Employment Manager (SEEM), EEO professional or supervisor. The best way to create a culture in which harassing conduct is not tolerated is if everyone in the workplace is committed to creating such a culture. Reporting harassing conduct, regardless of the target, is one way to create that culture. This is particularly important if the target of the conduct appears uncomfortable or may be afraid to come forward.
6. Employees have the responsibility of treating others with dignity and respect. Procedures for filing complaints of harassment may be found on the National Guard Regulation (NGR) (AR) 690-600/NGR (AF) 400-1614, National Guard Civilian Discrimination Complaint System, 15 Mar 93.
7. This Policy will be posted on the EEO website at: <https://vanguard.dodlive.mil/eo/>. The point of contact for questions or assistance is, State Equal Employment Manager (SEEM) (804) 236-7739 or Equal Employment Specialist (804)236-7896.

  
TIMOTHY R. WILLIAMS  
Major General, VaARNG  
The Adjutant General