



DEPARTMENT OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS, MISSISSIPPI NATIONAL GUARD  
THE ADJUTANT GENERAL'S OFFICE  
POST OFFICE BOX 5027  
JACKSON MS 39296-5027

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1 October 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 16-09 – Policy on Sexual Harassment

1. This policy supersedes Policy 15-04, subject as above, dated 22 March 2015, and remains in effect until 1 October 2017 unless superseded by change.
2. Sexual harassment is unacceptable conduct and will not be tolerated. It is my policy all personnel (military and civilian) should be able to work in an atmosphere free from all forms of discrimination, including sexual harassment. Everyone should expect to be treated with dignity and respect.
3. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct (overt or subtle) of a sexual nature. Our workplace must be free from the threat of unfair treatment or the exploitation of any individual. Sexual harassment is defined in law and regulation as stated above when:
  - a. Made either explicitly or implicitly a term or condition of a person's job, pay, career or
  - b. Used as a basis for career/employment decisions affecting that person or
  - c. Unreasonably interferes with an individual's work performance or created an intimidating, hostile, or offensive working environment.
4. Commanders and supervisors at all levels will be held directly accountable and responsible for the work environment under their control. Disciplinary action will be taken against anyone engaging in sexual harassment.
5. Anyone who believes he or she has been or is a victim of sexual harassment, or who has knowledge of such behavior, should report such conduct immediately to the State Equal Employment Manager at DSN: 293-6124 or COMM: 601-313-6124.

A handwritten signature in black ink, appearing to read "JDB", written over a circular scribble.

JANSON D. BOYLES  
Major General, MSNG  
The Adjutant General of Mississippi

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