THE STATE of ALASKA
GOVERNOR SEAN PARNELL

Department of Military and Veterans Affairs

Office of the Commissioner

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MEMO

TO: Alaska National Guard (AKNG) and Department of Military & Veterans Affairs (DMVA) Employees and Members

FROM: Leon "Mike" Bridges 10 NOV 14
Brigadier General, AKARNG
Acting Commissioner/Adjutant General

DATE: November 1, 2014

SUBJECT: Harassment Prevention Policy

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1. The Department of Military and Veterans Affairs is committed to maintaining a work environment free of unlawful discrimination and harassment. Harassment in any form by DMVA/AKNG employees, members, or individuals conducting business on property under DMVA/AKNG control or at sponsored activities – is unacceptable and will not be tolerated.

2. **Harassment and Sexual Harassment can take many forms.** While harassment cannot be limited to a formal definition, acts of sexual harassment which are prohibited include, but are not limited to: unwelcome sexual advances; requests, demands, or subtle pressure for sexual favors or sexual activity of another employee; and other verbal, nonverbal or physical conduct (e.g. lewd comments, jokes, or gestures; unwanted, intentional physical conduct of a sexual nature, and subjecting fellow employees to written or pictorial materials of a sexual nature) when:

   a. Submission to a rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, pay, or career: and/or
   b. Submission to or rejection of such conduct by an individual is used as a basis for career or employment decision affecting such individuals; and/or
   c. Such conduct is offered in order to receive special treatment for, in exchange for, or in consideration of, any personnel action; and/or
   d. Such conduct has the purpose of effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

3. **Harassment is strictly prohibited.** If anyone engages in any such conduct, let the offending person know immediately and firmly that you find the conduct offensive, and report the matter to your supervisor, a supervisor of your choice, the State Equal Employment Manager at (907) 428-6466.

4. Immediate reporting of complaints is encouraged so they can be dealt with expeditiously and appropriate action can be taken when substantiated complaints of harassment are founded. A prompt report not only aids the complaint, but also helps to maintain an environment free from discrimination for all employees. Employees, supervisors, and managers must report any incident of sexual harassment or harassment they may observe or become aware of even in they are not the target or victim of such harassment. Individuals reporting harassment complaints or providing information in connection with an investigation will not be retaliated against for their participation in this procedure.

5. Prevention and solution is the responsibility of all DMVA/AKNG employees. Commanders, supervisors, and managers at all levels will be held directly responsible and accountable for the work environment under their control. They will ensure that complaint procedures are visible and current.