



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
OFFICE OF THE ADJUTANT GENERAL
PO BOX 5800
JOINT BASE ELMENDORF-RICHARDSON AK 99505-0800

30 March 2021

NGAK-TAG

MEMORANDUM FOR ALASKA NATIONAL GUARD EMPLOYEES AND MEMBERS

SUBJECT: Workplace “Bullying” Policy for the Alaska National Guard

1. My policy in regards to workplace bullying is “zero tolerance.” It is unacceptable, and will not tolerated under any circumstances.
2. Workplace bullying is repeated behavior that intimidates, offends, degrades, or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause: the loss of trained and talented employees, reduced productivity and morale, and create legal risks.
3. All Soldiers, Airmen, federal technicians, and civilian employees are entitled to work in an environment free of bullying. Managers and supervisors must ensure that employees are not bullied.
4. Any report of workplace bullying will be treated seriously and addressed promptly, confidentially, and impartially. All Soldiers, Airmen, federal technicians, and civilian employees are encouraged to report workplace bullying. Managers and supervisors must ensure employees who file complaints, or are witnesses, are not victimized.
5. Disciplinary action will be taken against anyone who bullies a fellow Soldier, Airman, federal technician or civilian employee. Disciplinary action may involve a warning, suspension from work, a transfer, demotion, or termination, depending on the circumstance.
6. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager’s office at (907) 428-6466, Room E201, Joint Force Headquarters, Joint Base Elmendorf-Richardson.

A handwritten signature in black ink, appearing to read "T. Saxe", is positioned above the typed name.

TORRENCE W. SAXE, Maj Gen, AKNG
The Adjutant General