STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

AGOH-HRO-EEO 17 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy # 12-006, Prevention of Sexual Harassment

1. This policy supersedes all previous Prevention of Sexual Harassment memoranda.

2. Sexual harassment will not be tolerated within the Ohio National Guard. All personnel have the right to work in an environment of mutual respect free from sexual harassment. The Ohio National Guard leadership is committed to ensure the individual dignity of its members by preventing all forms of sexual harassment in the workplace.

3. Sexual harassment is a form of gender discrimination resulting from actions that constitute unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

4. Commanders and supervisors must ensure all individuals are informed annually of their rights and responsibilities in regard to sexual harassment. Individuals who encounter sexual harassment must know they can get immediate assistance by following our complaint procedures. Contact your supervisor or our State Equal Employment Office at (614) 336-4224 for assistance. Complaints will be quickly and thoroughly addressed. Appropriate action will be taken where violations are found and may include suspension, demotion, or termination of offenders.

DEBORAH A. ASHENHURST
Major General
The Adjutant General

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