ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 20.01	
	DATE 15 Sep 99	OPR AZAA-HRE
SUBJECT: Sexual Harassment Policy	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. It is the policy and practice of the Department of Emergency and Military Affairs (DEMA) to afford equal opportunity for employment, training, and promotion without regard to race, color, religion, age gender, national origin, or physical or mental disability.

2. Every employee is entitled to a work environment free from harassment. Additionally, under federal law, harassment of employees is unlawful. Discrimination and Harassment based on an individual's sex , race, national origin, religion, age, physical or mental disability, or any other category protected by applicable law is unacceptable and will not be tolerated.
Behavior, which demonstrates mutual respect, is expected of all employees.

3. **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 contact of a sexual nature, and subjecting fellow employees to written or pictorial materials of a sexual nature)* when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;

c. such conduct is offered in order to receive special treatment for, in exchange for, or in consideration of , any personnel action;

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

4. Harassment in any form, by DEMA employees, or individuals conducting business on property under DEMA control or at sponsored activities, is unacceptable and will not be tolerated..

5. Harassment concerns will receive prompt attention. Supervisors and managers are responsible for immediate and appropriate action. Violators will be subject to disciplinary action, up to and including termination.

6. **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, or the Equal Employment Opportunity Office.

7. Individuals reporting complaints or providing information in connection with an investigation will not be retaliated against for their participation in this procedure.

THIS POLICY WILL BE POSTED ON UNIT AND WORKPLACE BULLETIN BOARDS.

David P. Rataczak

DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General