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Major General Brian L. Tarbet, The Adjutant General

UT-HRO (310-2d)

7 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 04-03, Policy Statement on Sexual Harassment

1. This policy letter supersedes UTNG Policy Letter 04-03, dated 7 January 2003. This policy letter is applicable to all members of the Utah National Guard.
2. It is the Utah National Guard policy to avail all personnel of the Utah National Guard the right to work in an environment that is non-threatening and free from all forms of discrimination, including sexual harassment. Sexual harassment in any form interferes with mission accomplishment and unit cohesion.
3. No member of the Utah National Guard or employee (male or female, technician, military, or civilian) should be subjected to unsolicited and unwelcome sexual overtures or conduct, whether verbal or physical, overt or subtle. Sexual harassment does not mean occasional compliments of a socially acceptable nature. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment.
4. Commanders and supervisors must give prompt attention to complaints and resolve them at the lowest level of management.
5. Should a complainant feel uncomfortable in filing a complaint with his/her supervisory chain of command, or should the complaint be against a member of that chain of command, the matter may be pursued through Equal Opportunity (523-4619) or the Inspector General (523-4424) offices.
6. POC is the State Equal Employment Manager (523-4619) located in the Human Resources Office.

BRIAN L. TARBET
Major General, Utah NG
The Adjutant General

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