



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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**CHRIS CHRISTIE**  
*Governor*  
*Commander-in-Chief*

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**MICHAEL L. CUNNIFF**  
*Brigadier General*  
*The Adjutant General*

**TAG POLICY LETTER 12-4\***

**15 May 2012**

**POLICY AGAINST DISCRIMINATION AND SEXUAL HARASSMENT  
IN THE WORKPLACE**

1. This Department is committed to equal opportunity in the workplace. This commitment is embodied in the affirmative action statement published each year, and in various Federal and State regulations to which we adhere. The provision of a working environment free from harassment and hostility is an important aspect of that commitment.
2. It is important that each and every employee, whether civilian or military, enlisted or officer, full-time or M-day, line employee, supervisor or manager, understands that remarks which may appear to be "innocent" but tend to describe people by their background or status in one manner or another, often produce resentment and reinforce stereotypes. We all contribute to the quality of our workplace by our actions and we can avoid developing a hostile workplace by avoiding unnecessary remarks which characterize people by their personal backgrounds, which comprise unwelcome sexual comments or which otherwise create a hostile environment. It is also important to note that those of you who are supervisors and managers violate this policy by permitting the employees you supervise to subject coworkers to this type of hostile work environment. You have obligations to take action when you are aware of such conduct and to make reasonable inquiry when circumstances suggest that such offensive conduct is taking place.
3. I will not tolerate sexual harassment or discriminatory conduct in the Department of Military and Veterans Affairs or the New Jersey National Guard. It is unacceptable behavior whether it occurs in a State office, a military work center, or in the field. Sexual harassment is a violation of the law and worse, it is wrong. It damages the self esteem of the victims and can destroy their contributions to our mission by even a single incident of poor judgment. It is illegal and can result in severe penalties and monetary damages, including termination from employment and/or loss of membership in the National Guard.

***\*Supersedes TAG Policy Letter 94-16, dated 2 December 1994.***

4. Copies of the annual affirmative action statement and this policy letter are to be posted on all bulletin boards. Please familiarize yourself with them and with the policy's provisions for reporting workplace bias. As set forth in the policy, violations should be reported directly to the Department's EEO/AA Officer, Ms. Dorinda Sapp, (609) 530-6828, the Sexual Assault Response Coordinator, CPT Amy Glatz, (609) 562-0854, the Federal Equal Employment Manager, Capt Michael Greaves, (609) 562-0856, or through your command EEO/AA Officer.

(TAG-JA)



MICHAEL L. CUNIFF  
Brigadier General, NJANG  
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