



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NJ 08625-0340

**PHILIP D. MURPHY**  
*Governor*  
*Commander-in-Chief*

**SHEILA OLIVER**  
*Lieutenant Governor*

★  
**LISA J. HOU, D.O.**  
*Brigadier General*  
*The Adjutant General*

**TAG POLICY LETTER 22-05\***

**20 July 2022**

**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 (State and Federal) 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.

***\*This document supersedes TAG Policy Letter 19-7 dated 1 July 2019.***

4. The Office of Primary Responsibility for **all Federal employees and members of the National Guard** is the State Equal Employment Opportunity Manager (SEEM). The contact information is as follows:

New Jersey National Guard  
JFHQ-NJNG  
Office of Equality, Diversity and Inclusion  
EO/EEO  
Room 212 B  
3650 Saylor's Pond Road  
JB-MDL, NJ 08640  
(609) 562-0856

5. The Office of Primary Responsibility for **all State employees is the DMAVA EEO/AA Officer**. The contact information is as follows:

New Jersey Department of Military and Veterans Affairs  
EEO/AA  
101 Eggerts Crossing Road  
Lawrenceville, NJ 08648  
Commercial: (609) 530-6828  
Fax: (609) 530-6932

6. All commanders and supervisors will ensure the widest possible dissemination of this policy to their personnel and ensure that this policy is posted on all unit/facility bulletin boards. As set forth in the policy, violations should be reported directly to the SEEM, through your Equal Employment Counselor or Equal Opportunity Advisor.



LISA J. HOU, D.O.  
Brigadier General, NJARNG  
The Adjutant General

Distribution: A, B, C, D, E, F