



**BRAD LITTLE**  
**GOVERNOR**

**STATE OF IDAHO**  
**MILITARY DIVISION**

**THE ADJUTANT GENERAL**  
**MICHAEL J. GARSHAK**

Expires 31 December 2021

NGID-TAG

22 July 2021

MEMORANDUM FOR All Members and Employees of the Idaho Military Division

SUBJECT: Idaho Military Division Workplace Violence and Anti-Harassment Policy (IDNG-29)

1. The Idaho Military Division (IMD) is committed to providing all military members and employees a work environment that is free from violence. Violence includes physical assault or the threat of physical assault against person or property, and also behavior that intimidates or frightens others, such as threats, bullying, harassment, coercion, uncontrolled expressions of rage or other disruptive behavior. This memorandum establishes my policy that these behaviors are unacceptable in the workplace and will not be condoned. Violators of this policy will be subject to regulatory disciplinary or adverse action and, if warranted, removal and/or criminal prosecution by appropriate law enforcement authorities.

2. Harassment.

a. IMD personnel will not tolerate or condone harassment, to include harassment that is not unlawful but adversely affects the work environment. Harassment jeopardizes combat readiness and mission accomplishment, weakens trust, and erodes organizational cohesion. Harassment is fundamentally at odds with the obligations of Service members and civilian employees to treat others with dignity and respect.

b. Leaders and supervisors will prevent and respond quickly to harassment behavior to promptly stop it.

(1) Harassment complaints will be processed in a timely, thorough, and impartial inquiry/investigation into allegations of harassment, as appropriate. These processes will protect the confidentiality of those reporting harassment, to the greatest extent possible.

(2) IMD will maintain separate processes for responding to harassment that detracts from an efficient workplace, EEO complaints of unlawful discriminatory harassment, and harassment of a criminal nature.

c. Leaders will ensure that they foster a climate free from harassment and prohibits retaliation and reprisal against those who allege harassment or assist in any inquiry about such allegations.

d. Identify and promote available resources, to include the Alternative Dispute Resolution Program, to aid in resolving alleged harassment.

e. Prohibited harassment behaviors may include but not limited to: unwanted physical contact, offensive jokes, epithets or name-calling, ridicule or mockery, insults or put-downs, displays of offensive objects or imagery, offensive non-verbal gestures, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person's accent or disability, displays of racially offensive symbols, hazing.

f. Unlawful harassing conduct may include, but not limited to: Unlawful discriminatory harassment, Sexual Harassment, Stalking.

g. Means of harassment can be oral, visual, written, physical, or electronic. Harassment can occur through electronic communications, including social media, other forms of communication, and in person.

h. Reporting Harassment.

(1) EO/EEO complaints of unlawful discriminatory harassment will be reported IAW IDNG Policy 27.

(2) Sexual harassment complaints will be reported IAW IDNG Policy 8.

(3) Criminal harassment will be reported, as applicable, to military and or civilian law enforcement and notification made to the IMD SJA.

(4) Harassment that is not unlawful but adversely affects the work environment will be reported through the applicable military, federal or state employee controlling regulations that address misconduct.

3. All supervisors and leaders must be proactive in recognizing and preventing situations that could potentially lead to acts of violence and harassment and will consider all options including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. Members and employees are responsible for reporting any threatening behavior, violent acts and harassment in the workplace. All IMD members and employees have a right to a safe work place, and every leader, manager, supervisor, and employee must respect this right and protect against its violation.

4. Prevention and Response Training and Education.

a. Civilian employees and service members will be provided prevention training during onboarding.

b. Supervisors and leaders will be trained on harassment prevention and response policies as part of their initial training after assuming supervisor and or leadership position. This training will be conducted within the first year and refresher training every 3 years.

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c. Harassment prevention and response training can be combined with EO, EEO, and SH training.

5. Questions regarding this Policy should be directed to the SEEM, 4794 General Manning Avenue, Building 441, Gowen Field, Boise, ID 83705.

6. This memorandum supersedes all IDNG-29 policies, Subject: Idaho Military Division – Workplace Violence (IDNG-29), and will be updated annually. This policy memorandum will be posted on the HRO/SEEM website and applicable unit and agency boards within the IMD.



MICHAEL J. GARSHAK  
Major General, IDNG  
The Adjutant General/Commander