



MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
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NGCA-TAG

1 October 2018

MEMORANDUM FOR Service Members and Employees of the California Military Department

SUBJECT: Policy Memorandum 2018-04, Prevention of Sexual Harassment

1. The purpose of this memorandum is to ensure that all California Military Department (CMD) personnel know the policy on Prevention of Sexual Harassment (POSH).
2. All leaders in the CMD will take responsibility for both prevention and appropriate corrective action in eliminating sexual harassment. Commanders and supervisors must identify problem areas, personally confront the issues, and vigorously seek solutions. All Service Members and Civilian employees will experience an environment free of unsolicited, unwelcomed sexual overtures.
3. Commanders at all levels hold primary and ultimate responsibility for ensuring Equal Opportunity and Equal Employment Opportunity principles contained in this policy are implemented and practiced within their organizations. At a minimum, Commanders will annually conduct at least one hour of POSH training.
4. Sexual harassment is deliberate or repeated; unsolicited; degrading; and embarrassing. It encompasses unwelcomed language, gestures, coercion, or physical contact of a sexual nature.
5. Sexual harassment violates standards of integrity and impartiality. It also undermines interpersonal relationships and interferes with the effectiveness of the CMD's accomplishments. Any male or female personnel experiencing sexual harassment should report it immediately. For Military Members, this includes incidents occurring off duty.
6. Commanders and managers will support, disseminate, and post this policy prominently.


DAVID S. BALDWIN
Major General
The Adjutant General