



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
OFFICE OF THE ADJUTANT GENERAL
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NGAK-TAG

10 February 2015

MEMORANDUM FOR ALASKA NATIONAL GUARD (AKNG) AND DEPARTMENT OF MILITARY & VETERAN AFFAIRS (DMVA) EMPLOYEES AND MEMBERS

SUBJECT: Workplace "Bullying" Policy for the Alaska National Guard

1. I consider workplace bullying unacceptable and will not tolerate it under any circumstance. My policy is "Zero Tolerance".
2. Workplace bullying is repeated behavior that intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and moral and create legal risks.
3. All Soldiers, Airmen and Federal Technician Employees are entitled to work in an environment free of bullying. Managers and Supervisors must ensure employees are not bullied.
4. Any report of workplace bullying will be treated seriously and addressed promptly, confidentially and impartially.
5. All Soldiers, Airmen and Federal Technician Employees are encouraged to report workplace bullying. Managers and Supervisors must ensure employees who file complaints, or witnesses, are not victimized.
6. Disciplinary action will be taken against anyone who bullies a fellow All Soldiers, Airmen and Federal Technician Employees. Disciplinary action may involve warning, suspension from work, transfer, demoted, or terminated depending on the circumstance.
7. Any questions or concerns regarding this policy may be directed to the State Equal Employment Manager's office at (907) 428-6466, room E201, Joint Forces Headquarters, Joint Base Elmendorf-Richardson.


LAUREL J. HUMMEL
Brigadier General (Alaska), AKARNG
The Adjutant General