



TEXAS MILITARY FORCES  
JOINT FORCE HEADQUARTERS  
TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
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512-782-5001

NGTX-JHE

19 May 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P15-05) Sexual Harassment Prevention Policy

1. References. See enclosure 1.
2. Applicability. This policy applies to all Texas Military (TXM) personnel in all components and departments.
3. Purpose. This memorandum establishes the sexual harassment prevention policy and replaces JFTX P11-08; Sexual Harassment Prevention Policy, dated 01 May 2011.
4. Policy.

a. Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- (2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

b. Other actions that can constitute illegal harassment include inappropriate jokes, comments, and email messages.

c. Sexual harassment in any form is unacceptable and prohibited conduct within the TXM. TXM personnel, military and civilian, shall be trained to recognize sexual harassment; to understand both individual and supervisory responsibility for preventing sexual harassment; and to be aware of how to seek redress in the event that it does occur. Sexual harassment includes the use of vulgar, abusive humiliating or threatening language, practical jokes, or other inappropriate behavior in the workplace.

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d. A complaint of sexual harassment shall be investigated as promptly, thoroughly and confidentially as possible. Individuals who report harassment and discrimination shall not be subject to any form of retaliation or reprisal and their privacy will be respected to the extent that it is consistent with applicable military, federal and state laws and regulations.

e. Any individual who feels that they are the victim of harassment, or who observes what is believed to be sexual harassment of another should immediately report the harassment to their supervisor, or to any other manager in their chain of command, or to a human resources specialist, or to the director of human resources. Resolution should be attempted through the direct chain of command; through the Office of Equal Opportunity/Equal Employment at 512-782-5118 for military personnel and the Texas Military Department at 512-782-5133 for state employees.

f. The TXM and TMD will fully and completely investigate any report of alleged harassment and will take appropriate corrective action depending on the severity of the conduct.

5. This policy is effective immediately and will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

6. Point of contact for this policy is the Office of Equal Opportunity/ Equal Employment Opportunity at 512-782-5118.

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

DISTRIBUTION:

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CAROLYN SMALLWOOD  
CW4, GS, TXARNG  
SIG - Pol



## **References to JFTX Policy 15-05, Sexual Harassment Prevention Policy**

AR 600-20, Army Command Policy, dated 06 November 2014

NGR (AR) 690-600/NGR(AF) 40-1614 dated

NGR(AR) 600-22/ANGI 36-3, National Guard Military Discrimination Complaint System, dated 30 March 2001

DoD 1440.1, The DoD Civilian Equal Employment Opportunity Program, amended 21 November 2003

29 Code of Federal Regulation 1614, dated 01 January 2013

Texas Labor Code, Section 21.010

State Human Resources Policies and Procedures, Policy #38