



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

NGME-Z (600-20a2)

15 April 2025  
TAG 25-15

MEMORANDUM FOR All Maine National Guard Employees

SUBJECT: Prevention of Sexual Harassment

1. This policy supersedes TAG 21-13, dated 11 September 2021, subject as above. This policy is effective immediately and will remain in effect until rescinded or superseded.

2. The Maine National Guard (MENG) recognizes the dignity of each employee and the right of employees to work in an environment free from intimidation and harassment. This includes both physical locations and in the digital environment, because sexual harassment seriously undermines the integrity of the workplace and adversely affects employee morale, it is unacceptable and will not be tolerated. Ensuring a working environment that is free of any form of sexual harassment is both an individual and organizational responsibility at every level of supervision and command. **Simply stated, the policy is "ZERO TOLERANCE".**

3. The official definition of sexual harassment below is applicable to all personnel, military and civilian. Sexual harassment is a form of sex discrimination. It involves actions that include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

*It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.*

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4. As part of their responsibilities, supervisors are required to actively prevent or stop inappropriate, unprofessional conduct in the workplace regardless of whether the conduct rises to the level of illegal sexual harassment. If they become aware of any such conduct occurring, they must take immediate and appropriate corrective action, including discipline, to stop the conduct. Corrective action is required regardless of whether a complaint is made, or whether the conduct appears to be welcome or not. Peers, co-workers and all others also have a responsibility to stop such conduct and to report it if necessary. Eradication of misconduct in our organization will only occur when all of us take ownership of this goal.

5. MENG employees who feel they have been victims or observers of sexual harassment are encouraged to immediately bring the matter to their supervisor/commander. If desired, complaints can be filed with the State Equal Employment Manager (SEEM) for technician complaints or filed with the Military Equal Opportunity Advisor (EOA). Responsibility for intake of sexual harassment allegations remains with Equal Opportunity (EO) personnel. All eligible personnel who make allegations of sexual harassment (regardless to whom they raise allegations) will first be referred to a full-time State Sexual Assault Response Coordinator or a full-time Sexual Assault Prevention and Response (SAPR) Victim Advocate, hereinafter referred to as "State SAPR personnel." To protect Complainant confidentiality, EO personnel must not complete the intake prior to referral. State SAPR personnel are not required to report potential or confirmed sexual harassment to EO personnel unless and until requested by the Complainant. Complainants have the right to maintain confidentiality while obtaining support services from State SAPR personnel. Complainants are not required to file an MEO complaint to obtain limited SAPR support services. The timeframe for reporting a complaint is 45 calendar days from the alleged incident for technicians, and within 180 calendar days from the alleged incident for military personnel.

6. Complaints are to be addressed expeditiously, fairly, and thoroughly. Immediate and appropriate corrective action will be taken against any member engaging in sexual harassment. Such action may include suspension, demotion, and/or termination.

7. This policy is to be posted on all official bulletin boards.

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8. Point of contact for this policy is Mr. Daniel Dubay, State Equal Employment Manager (SEEM), (207) 430-6149, [daniel.s.dubay.mil@army.mil](mailto:daniel.s.dubay.mil@army.mil).

A handwritten signature in black ink that reads "Diane L. Dunn". The signature is written in a cursive style with a large, stylized "D" at the beginning and a long, sweeping tail at the end.

DIANE L. DUNN  
BG, MENG  
The Adjutant General