



STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRO-EO

19 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Policy # CS-16-009

1. Equal Opportunity (EO) in our employment programs at all levels of the workforce, is a firm commitment of the Adjutant General and the Ohio National Guard. Discrimination is illegal and will not be tolerated. All individuals are entitled to be treated fairly and participate in a work environment free from illegal discriminatory practices. Equitable treatment and equal access to employment opportunities is the standard. We must build and perpetuate a culture that values and leverages the diversity that our employees bring to this organization.

2. EO sets the stage for a successful and open workplace. We will achieve our EO, and Diversity & Inclusion goals when our collective mindset moves us beyond mere tolerance and accommodation of individual differences to truly appreciate and embrace the value these differences bring to mission success.

3. Commanders and supervisors, at all levels, are responsible for establishing work environments, for military members and civilian employees, free of discrimination based on:

- a. Race.
- b. Color.
- c. National origin.
- d. Religion.
- c. Gender (including sexual harassment).
- e. Sexual orientation.
- f. Reprisal for having engaged in a protected EO activity.

4. Civilian employees are also protected against illegal discrimination based on age or disability. All individuals must be informed of their rights and responsibilities annually. All leaders will ensure this policy is effectively communicated to all personnel

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under their supervision. Individuals who encounter illegal discrimination must know that they may receive assistance by addressing any perceived issues to their respective supervisory chains or by otherwise following our established complaint procedures contained in OHNGR 600-22.

5. All commanders and supervisors will ensure that employees who lodge discrimination complaints are protected from reprisals and retaliation and that each complaint which is brought to their attention is thoroughly addressed and expeditiously resolved. Commanders and supervisors will use the Reprisal Plan and Individual Reprisal Counseling memorandum (enclosed) to counsel all involved individuals.

6. For assistance with complaints of illegal discrimination, notify your supervisor or unit EO professional. For complaint procedures, prevention, or training assistance, call our State Equal Employment Office at (614) 336-7245/DSN 346-7245 or 614-336-7497/DSN 346-7497. Appropriate action will be taken where violations are found and may include administrative, non-judicial, judicial, or civilian personnel action.



MARK E. BARTMAN  
Major General  
The Adjutant General

Encls

1. Complaint Reprisal Plan
2. Reprisal Plan Individual Counseling

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