DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
2800 SOUTHWEST TOPEKA BOULEVARD
TOPEKA, KS 66611-1287

NGKS-TAG

10 May 2011

MEMORANDUM FOR: All Members and Employees of the Kansas Army and Air National Guard

SUBJECT: TAG Policy Letter #32, Workplace Bullying Policy for the Kansas National Guard

1. I consider workplace bullying unacceptable and will not tolerate it under any circumstances. My policy is "Zero Tolerance."

2. Workplace bullying is repeated behavior that harms, 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 morale and create legal risks.

3. All Soldiers, Airmen and Non-Dual Status Employees are entitled to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

4. Any reports of workplace bullying will be treated seriously and addressed promptly, confidentially and impartially.

5. All Soldiers, Airmen and Non-Dual Status 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 Soldier, Airman or Non-Dual Status Employee. Disciplinary actions may involve warning, suspension from work, transfer, demotion, or termination depending on the circumstances.

7. Questions regarding possible violations or the Workplace Bullying Policy should be brought to your chain of command or contact the State Equal Employment Manager or Specialist by calling (785) 274-1166 or (785) 274-1168.

LEE E. TAFANELLI
Major General (KS), KSNG
The Adjutant General

DISTRIBUTION:
A & E