



**STATE OF IDAHO
MILITARY DIVISION**

**C. L. "BUTCH" OTTER
GOVERNOR**

**THE ADJUTANT GENERAL
MICHAEL J. GARSHAK**

Expires 31 December 2018

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January 2018

MEMORANDUM FOR All Members of the Idaho Military Division to include the Idaho National Guard and the Idaho Office of Emergency Management

SUBJECT: Idaho Military Division – Professional Workplace Environment (IDNG-38)

1. Public service is a public trust. Every military member and employee of the Idaho Military Division has a responsibility to the United States Government, State of Idaho and its citizens to expend an honest effort and proportion of time in the performance of official duties. As the Commanding General, I am committed to the goal of an Idaho Military Division that fosters an environment of dignity, trust and respect as well as a culture of professionalism and discipline in the workplace. I am also committed to ensure that every citizen can have complete confidence in the integrity of this organization and its members, both military and non-military.
2. When military members or other employees have the opportunity to work in such an environment, they accomplish the mission with honor and distinction. If inappropriate written materials or other electronic or visual media are in the workplace, it can create a hostile and offensive work environment. This memorandum establishes my policy that all military members and employees within the Military Division have an ongoing responsibility to keep your work areas free from inappropriate materials in any of its forms and to prevent, correct, and deter conditions detrimental to proper standards of readiness and good order and discipline within the workplace.
3. As part of the community that institutionalizes excellence in leadership in the areas of equality and fair treatment, we are committed to protecting the individual dignity and human worth of all with which we come in contact. Professionalism is the standard within the Idaho Military Division and nothing less will be tolerated in this area. Lewd, obscene, pornographic and/or sexually explicit images or publications found anywhere in the workplace are detrimental to productivity, morale, unit cohesion, and mission readiness.
4. The following written materials and/or electronic or visual materials and conduct are specifically prohibited in the workplace:
 - a. Unprofessional or inappropriate documents, books, magazines and/or other written materials, to include materials that emphasize sexual or other inappropriate activity that is detrimental to a professional working environment;

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b. Lewd, obscene, or pornographic images or publications found anywhere in government work areas or common areas, in any form, on any media, including personal electronic devices, smart phones, personal computers and other personal electronic devices, whether commercially or individually produced;

c. Creating, transmitting, downloading, displaying, viewing or sharing of any sexually oriented message, photo, joke, or other pornographic or sexually explicit material contained on a personal electronic media storage device, personal cell phone or smart phone, personal computer and any other personal electronic device, whether commercially or individually produced.

5. Members, both military and non-military who violate this policy will be held accountable. Violations may result in disciplinary action ranging from reprimand, suspension, grade reduction, removal and/or separation.

6. Commanders and military and civilian supervisors are charged with ensuring that all personnel are briefed on the prohibitions and requirements of this policy.

7. Questions or concerns regarding this policy or the *Sexual Harassment Prevention Policy*, should be directed to the State Equal Employment Manager (SEEM), located with the Human Resource Office, 4794 General Manning Avenue, in Building 441 on Gowen Field. Phone number is (208) 272-4224.

8. This policy compliments IDNG-8 and IDNG-20 policies. This memorandum supersedes all IDNG-38 policies, subject Idaho Military Division – Professional Workplace Environment (IDNG-38), and will be updated annually. This policy letter will be posted on the SEEM website and applicable bulletin boards within the IMD.



MICHAEL J. GARSHAK

Brigadier General

The Adjutant General/Commander, IDNG

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