



LAWRENCE J. HOGAN, Jr.  
GOVERNOR  
COMMANDER-IN-CHIEF

STATE OF MARYLAND  
MILITARY DEPARTMENT  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288

LINDA L. SINGH  
MAJOR GENERAL  
THE ADJUTANT GENERAL


NGMD-TAG

1 March 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity/Equal Employment Opportunity (EO/EEO) Policy

1. Equal Opportunity/Equal Employment Opportunity is the responsibility of leadership and a function of command. The Maryland National Guard provides Equal Opportunity for our AGRs, traditional Airmen and Soldiers. The Maryland Military Department provides Equal Employment Opportunity for our full-time technicians and state employees. This also applies to applicants for positions.
2. Our most precious resource is our workforce: federal, military and state. Everyone will be treated with dignity and respect.
3. Discrimination based on race, color, national origin, sex (to include sexual harassment), religion, age, mental or physical disability or reprisal will not be tolerated. In addition, for State Employees, discrimination based on ancestry, creed, gender identity and expression, genetic information, marital status, and sexual orientation will not be tolerated. Leaders at all levels are charged with the responsibility to provide a safe and professional work environment.
4. If you feel you have been subjected to discrimination, do not be afraid to approach your unit EO Leader or your Wing Military EO Office. Federal employees, contact the State Equal Employment Manager at 410-576-6045. State employees, contact the State EEO office at 410-576-6161. Individuals who report discrimination will be protected from acts or threats of reprisal.
5. This policy letter must be posted to be visible to all members of the Maryland National Guard and Maryland Military Department.

  
LINDA L. SINGH  
Major General (MD), MDARNG  
The Adjutant General

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SUBJECT: Reasonable Accommodation Policy

1. Maryland National Guard fully complies with the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. This agency will abide by all applicable Federal laws, National Guard Bureau regulations, and Equal Employment Opportunity Commission guidance regarding the provision of reasonable accommodations.
2. The MDNG prohibits unlawful discrimination against any individual with a disability. This agency is committed to ensuring all Federal employees and applicants for employment have full access to equal employment opportunity. Requests for reasonable accommodations will be processed and provided where appropriate, in a prompt, fair and efficient manner; unless it creates an undue hardship to the agency.
3. The individual must request reasonable accommodation in writing or orally to the individual's supervisor or the State Equal Employment Manager (SEEM). Sufficient medical information and an accommodation assessment may be required to support the request and need for an accommodation. Requests will be considered and discussed among the individual's supervisor, the Human Resources Office, and the SEEM.
4. This policy applies to Dual and Non-dual status technicians and applicants. It does not apply to military members or applicants for membership or Active Guard Reserve (AGR). When a Technician is required, as a condition of employment by 32 U.S.C. §709, to be a military member of the MDNG, the technician or technician applicant may be required to meet the physical standards and employment criteria of the Army or Air National Guard. This policy does not apply to State employees, who are governed by Maryland statutes and Administrative Rules of Maryland.
5. This policy letter will be posted on bulletin boards of all armories and facilities.
6. POC for this policy is the State Equal Employment Manager at 410-576-6045.

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Major General (MD), MDARNG  
The Adjutant General

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SUBJECT: Disability Hiring Policy

1. The Americans with Disabilities Act (ADA) of 1990, was enacted to address the problems of discrimination against individuals with disabilities in such critical areas as employment, housing, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting and access to public services.
2. The Maryland Military Department has led the way in the employment, placement, and advancement of all personnel, including individuals with disabilities. I am confident that managers and supervisors will select the "Best" candidate, regardless of disability status.
3. This policy applies to Federal Dual and Non-dual status technicians, State employees and applicants. It does not apply to military members or applicants for membership or Active Guard Reserve (AGR). It is incumbent upon all directors, managers and supervisors of the Maryland Military Department to carry out the mandates of the Federal and State Disability Hiring Programs.
4. This policy letter will be posted on bulletin boards of all armories and facilities.

A handwritten signature in black ink, appearing to read "L. Singh".

LINDA L. SINGH  
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment

1. Sexual harassment is an unwelcome and offensive conduct of a sexual nature that makes someone uncomfortable or embarrassed. When submission to that unwelcome conduct is made a condition of employment and interferes with the ability to do the job or creates a hostile, intimidating work environment, it is an illegal activity.
2. Every Soldier, Airman, Federal Technician and State Employee is entitled to work in an environment that is free from sexual harassment. All personnel deserve to be treated with dignity and respect.
3. The Maryland National Guard and Maryland Military Department will not tolerate sexual harassment in the workplace. We must train all personnel to recognize, prevent and remedy sexual harassment situations.
4. Commanders, managers and supervisors are entrusted to provide a safe and professional work environment, and have the responsibility to prevent sexual harassment.
5. If you feel you have been subjected to sexual harassment, report it immediately to your chain of command. Federal employees, contact the State Equal Employment Manager at 410-576-6045. State employees, contact the State EEO office at 410-576-6161. Individuals who report sexual harassment will be protected from acts or threats of reprisal.
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SUBJECT: Workplace Violence Policy

1. It is the Maryland Military Department's policy to promote a safe environment for its employees. The agency is committed to working with its employees to maintain a work environment free from violence, threats of violence, intimidation, and other disruptive behavior. While this behavior is not pervasive within our agency, no agency is immune.
2. Violence, threats of violence, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts will be subject to prompt disciplinary action up to and including termination of employment and/or criminal penalties.
3. All managers and supervisors must be proactive in recognizing and preventing situations that could potentially lead to acts of violence; and will consider all options including physical security procedures, personnel practices, and safety measures to minimize the possibility of violent incidents. Employees are responsible for reporting any threatening behavior or violent acts in the workplace. All threats should be taken seriously. Do not ignore violent, threatening, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on agency premises, whether they are an employee or not, report it immediately to your supervisor or appropriate authority in your chain of command. Employees have a right to work in a safe environment. Managers, supervisors, and employees must respect this right and protect against its violation.
4. This policy letter will be posted on bulletin boards of all armories and facilities.

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