



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

TAG POLICY LETTER 07-4

29 June 2007

REAFFIRMING THE INTERIM STATE OF NEW JERSEY POLICY
PROHIBITING DISCRIMINATION, HARASSMENT OR HOSTILE ENVIRONMENTS
IN THE WORKPLACE

Dear DMAVA State Employees:

The New Jersey Department of Military and Veterans Affairs is committed to providing every employee with a workplace free from unlawful discrimination and harassment. We all share the responsibility of creating an open and welcoming work environment that encourages participation and contributions from employees of various backgrounds, experiences and cultures.

In keeping with our commitment to annually distribute and reaffirm this policy, I ask each of you to review the attached copy of the Interim State of New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environments in the Workplace. This policy covers every aspect of the employment experience and applies to both employees and applicants. Harassment and/or discrimination by anyone in the workplace including supervisors, co-workers, or non-employees will not be tolerated. This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any locations considered an extension of the workplace. This policy also pertains to third party harassment.

It is important that we all work together to maintain a spirit of mutual respect and cooperation in the workplace. As employees of the Department of Military and Veterans Affairs we must be proactive, anticipatory and forward thinking with regard to this all-encompassing policy. Additionally, we will continue to develop programs that demonstrate our commitment to this policy and will not tolerate a lack of respect for others in the workplace.

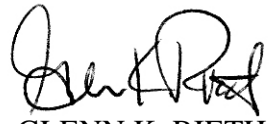
This TPL supersedes #04-1, dated 15 February 2004

Advice and assistance in all matters concerning Equal Employment Opportunity and Affirmative Action Programs will be provided by DMAVA's Affirmative Action Officer:

Dorinda K. Sapp
101 Eggert's Crossing Road
Trenton, NJ 08625
Phone (609) 530-6828
FAX (609) 530-6932

As we go forward, our commitment to this policy will enhance the performance of our mission and promote fair and equitable standards, as well as a quality work-life for all employees.

(AAO)

A handwritten signature in black ink, appearing to read 'Glenn K. Rieth', is positioned above the printed name and title.

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

Interim State of New Jersey
Policy Prohibiting Discrimination, Harassment or Hostile
Environments in the Workplace

ACKNOWLEDGEMENT OF RECEIPT

The State of New Jersey is committed to providing every employee with a workplace free from unlawful discrimination.

Every employee is required to read and become familiar with the Interim State of New Jersey Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace.

Any questions you may have about the Policy should be directed to Dorinda K. Sapp, Affirmative Action Officer, NJ Department of Military and Veterans Affairs, PO Box 340, Eggerts Crossing Road, Trenton, NJ 098625-0340 or call (609) 530-6828.

Please sign this Acknowledgement of Receipt form to confirm receipt of the Policy. Failure to sign the form does not relieve an employee of the responsibility to understand and adhere to the provisions of the Policy.

A copy of the signed form will be placed in your personnel file.

Employees Name (Please Print)

Employee's Signature

Date