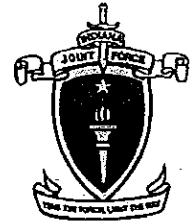




REPLY TO
ATTENTION OF

**INDIANA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839**



NGIN-ZA

1 July 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Number 61-20: Treatment of Persons (Hazing and Bullying)

1. References:

- a. Army Regulation (AR) 600-20, Army Command Policy, dated 6 November 2014.
- b. Air Force Instruction (AFI) 1-1, Air Force Standards, dated 12 November 2014.
- c. Air Force Instruction (AFI) 36-2706, EO Program Military and Civilian, dated 5 October 2010.
- d. DOD Instruction 1020.03, Harassment Prevention and Response in the Armed Forces, dated 8 February 2018.
- e. Army Regulation (AR) 350-1, Army Training and Leader Development, dated 10 December 2017.
- f. Army Regulation (AR) 380-67, Personnel Security Program, dated 24 January 2014.
- g. Air Force Manual (AFMAN) 16-1405, Air Force Personnel Security Program, dated 1 August 2018.

2. Applicability. This policy applies to all members of the full-time workforce, Soldiers, Airmen, Technicians and Civilians.

3. It is my policy, without exception, that all National Guard personnel (military, technicians and civilian employees) are entitled to a work environment free from hazing and bullying. This is clearly a leadership issue and a form of misconduct that requires personal awareness and the immediate attention of supervisors, commanders and directors at all levels.

4. The Indiana National Guard (INNG) is a values-based organization where everyone is treated with dignity and respect. Hazing, bullying, and other behaviors that undermine dignity and respect are contrary to our values and are prohibited. It is imperative that supervisors, commanders, and directors at all levels communicate and enforce this policy to all personnel under their command or supervision. Additionally, all leaders will ensure all complaints of hazing or bullying brought forward are protected from reprisal or retaliation.

SUBJECT: Policy Number 61-20: Treatment of Persons (Hazing and Bullying)

5. Definitions:

a. Hazing: Any conduct whereby an INNG Soldier, Airman, Dual Status Technician, or Civilian, regardless of rank or position, and without proper authority, recklessly or intentionally causes another member of the INNG to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to participate in any such activity is also hazing. Hazing need not involve physical contact among or between members of the INNG; it can be verbal or psychological in nature and be through written or phone messages, text messages, email, social media, or any other virtual or electronic medium. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Without outside intervention, hazing conduct typically only stops at an identified end-point (i.e. is often ritualistic in nature).

b. Bullying: Bullying is any conduct whereby an INNG Soldier, Airman, Dual Status Technician, or Civilian, regardless of rank or position, intends to exclude or reject another employee through cruel, abusive, humiliating, oppressive, demeaning, or harmful behavior, which results in diminishing the other individual's dignity, position, or status. Without intervention, bullying will typically continue without any identifiable end-point. Bullying may also include an abuse of authority. Bullying tactics include, but are not limited to, making threats, spreading rumors, social isolation, and attacking someone physically, verbally, or through the use of electronic media.

c. Additional examples of hazing and bullying are outlined in para 4-19, AR600-20 and DODI 1020.03, Harassment Prevention and Response in the Armed Forces, (8 Feb 2018).

6. When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing or bullying:

- a. The physical and mental hardships associated with operational training.
- b. Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.
- c. Extra military instruction or training with the intent of improving Soldiers' or Airmen's hardships associated with performance.

7. Scope: Hazing or bullying is not limited to superior to superior-subordinate relationships. Incidents may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel, technicians, or civilians by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing or bullying is prohibited in all cases, to include off duty or "unofficial" celebrations or unit functions, on or off post/base.

8. Command/Supervisory responsibilities. This policy is punitive in nature. INNG Soldiers, Airmen, Dual Status Technicians, or Civilians who violate this policy may be subject to adverse administrative action and/or punishment per the UCMJ, as appropriate.

SUBJECT: Policy Number 61-20: Treatment of Persons (Hazing and Bullying)

a. Commanders and supervisors should seek the advice and counsel of their legal advisor, Staff Judge Advocate or the Labor Relations Specialist when taking actions pursuant to this policy.

b. Commanders and supervisors at all levels will immediately report allegations of criminal behavior to law enforcement.

c. All hazing or bullying allegations will be investigated appropriately and thoroughly.

d. Individuals may also report incidents of hazing or bullying to the appropriate Inspector General's (IG) office and these incidents may be investigated by that office or referred to the command or supervisor for investigation.

e. Regardless of the type of investigation conducted into allegations of hazing or bullying (law enforcement, IG, or administrative), all reports of hazing and bullying will be referred to and coordinated with the unit Equal Opportunity Advisor (EOA), Military Equal Opportunity (MEO), or State Equal Employment Manager (SEEM). Further, if a Commander determines that an investigator needs appointed to examine credible, derogatory information which has been reported against a member who possess a security clearance, Commanders will ensure the security manager records the alleged information into the appropriate record system. To facilitate this requirement, Army Commanders will ensure an incident report is submitted into JPAS (or a subsequent system) in accordance with AR 380-67. Air Commanders, through the servicing Information Protection Officer (IPO), will ensure an incident report is submitted into JPAS (or a subsequent system) in accordance with AFMAN 16-1405.

9. Training: IAW INNG Operational Readiness Guidance, AR 350-1, DODI 1020.03, and AR 600-20, Para. 4-19, Commanders will conduct annual training on anti-hazing and anti-bullying as part of the EO training requirements to promoting a healthy unit climate.

10. Commanders at all levels will publish a "Treatment of Person's Policy" (See attached template). Statements will be consistent with this policy, include the local command's commitment to prevention of hazing and bullying, and reaffirm that these behaviors will not be tolerated. The command policy will explain how and where to file complaints and will state that all complainants will be protected from acts or threats of reprisal.

11. Individual responsibilities: Every member of the INNG is responsible for the following:

a. Advising the supervisor, commander, or director of any incidents of hazing or bullying.

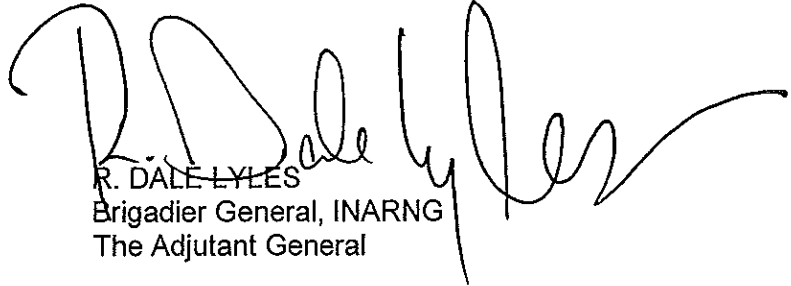
b. Conducting themselves in accordance with this policy, the law and applicable regulations.

c. Ensuring those who present their complaint to the supervisor, commander, director, or Inspector General do so without fear of intimidation, reprisal, or harassment.

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12. Point of contact is the State Equal Employment Manager (SEEM), Headquarters-Indiana, ATTN: NGIN-PEH-EEO, 2002 South Holt Road, Indianapolis, IN 46241-4839, (317)247-3237.

13. Expiration: This command policy memorandum will remain in effect until superseded or rescinded.



R. DALE LYLES
Brigadier General, INARNG
The Adjutant General

DISTRIBUTION:
A, B, C, D, E, F

Unit Letter Head

Office Symbol

Date

MEMORANDUM FOR All (Unit Name) Personnel

SUBJECT: Treatment of Persons Policy (Hazing and Bulling)

1. Reference; Tag Policy Number 61-19: Treatment of Persons (Hazing and Bullying), dated 29 June 2020.

2. This policy reaffirms my commitment to ensure understanding of command policy as it relates to the treatment of persons. Hazing, bullying, and other behaviors that undermine dignity and respect are contrary to our values and are prohibited. It is imperative that leaders at all levels communicate and enforce this policy to all personnel under their command. Additionally, all leaders will ensure all complaints of hazing or bullying brought forward are protected from reprisal or retaliation.

3. Definitions:

a. Hazing: Any conduct whereby a Soldier or Airman regardless of rank or position, and without proper authority, recklessly or intentionally causes another member of the INNG to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to participate in any such activity is hazing. Hazing need not involve physical contact among or between members of the INNG; it can be verbal or psychological in nature and be through written or phone messages, text messages, email, social media, or any other virtual or electronic medium. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Without outside intervention, hazing conduct typically stops at an identified end-point (i.e. is often ritualistic in nature).

b. Bullying: Bullying is any conduct whereby a Soldier or Airman regardless of rank or position, intends to exclude or subject another employee through cruel, abusive, humiliating, oppressive, demeaning, or harmful behavior, which results in diminishing the other individual's dignity, position, or status. Without intervention, bullying will typically continue without any identifiable end-point. Bullying may include an abuse of authority. Bullying tactics include, but are not limited to, making threats, spreading rumors, social isolation, and attacking someone physically, verbally, or through the use of electronic media.

4. When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing or bullying:

a. The physical and mental hardships associated with operational training.

b. Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.

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