

700.6 Sexual and Other Harassment

Facilities Management is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individuals' body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
8. Physical conduct that includes touching, assaulting, or impeding or blocking movements.

If an employee experiences or witnesses sexual or other harassment in the workplace, they should report it to their supervisor immediately. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, they should immediately contact the section manager or any other member of management. Employees may also report it to the Equal Opportunity Office at: 491-5836. Concerns and reports can be made without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discretely investigated. To the extent possible, the employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other harassment must immediately advise the section manager or any member of management so it can be investigated in a timely and confidential manner. Any one engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.