



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

**SEXUAL HARASSMENT PREVENTION POLICY AND
REPORTING PROCEDURE**

Sexual Harassment is a form of misconduct that undermines the integrity of the employment relationship. It is the policy of the State of Connecticut Department of Emergency Services and Public Protection (“DESPP”) to provide its employees with a workplace that is free of sexual harassment. Regardless of whether the conduct results from maliciousness, thoughtlessness, or poor judgment, sexual harassment in the workplace is unacceptable and will not be tolerated. Violations of this policy statement will be treated as serious disciplinary infractions.

Sexual Harassment is illegal and violates Title VII of the Civil Rights Act of 1964, 42 US Code §2000e et. seq., as amended, as well as Connecticut General Statutes §46a-60(8). DESPP prohibits sexual harassment, in any form, by or against its employees and/or to visitors at our troop sites and/or administrative offices. Any employee who violates this policy statement will be subjected to discipline, up to and including, termination of employment. Any employee who potentially violates this policy statement will be counseled and any employee who was subjected to harassment will be apprised of her or his rights.

Any employee who believes that he or she is a victim of any form of illegal discrimination, including harassment based on pregnancy and/or sexual harassment, or any employee who witnesses or has knowledge of such impermissible conduct is urged to report it in accordance with the DESPP EEO Policy Statement and §4.1.4 of the Administration & Operations Manual. An EEO investigation will be conducted promptly and when appropriate, action will be taken to remedy the problem at the conclusion of the EEO investigation. EEO Complaints made against the DESPP Commissioner and/or the Department’s EEO/AA Office, which will be automatically referred to the State of Connecticut Commission of Human Rights and Opportunities (“CHRO”) and if appropriate, investigation by the Department of Administrative Services (“DAS”) under §46a-68(b). DESPP will also take appropriate action to protect employees who are retaliated against for reporting illegal employment discrimination, in accordance with the Department’s Anti-Retaliation Policy Statement.

DEFINITIONS OF SEXUAL HARASSMENT

Sexual Harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment; or



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- 2) Submission to and/or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual's employment, evaluation, wages, advancement, assigned duties, shifts or career development; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or
- 4) Such conduct is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The following types of conduct that may constitute sexual harassment, which include:

- Repeated sexual advances, propositions and/or inappropriate and/or offensive comments;
- Engaging in sexual flirtation and/or physical touching without consent;
- Discussing sexual activities;
- Making a comment and/or spreading a rumor which embarrasses, ridicules or demeans a person because of the individual's gender and/or sexual orientation;
- Making graphic and/or suggestive comments about an individual's body or physical appearance;
- Displaying sexually suggestive objects, pictures, cartoons or drawings;
- Threatening or insinuating, either explicitly or implicitly, that an employee's refusal to submit to sexual advances shall adversely affect the employee's continued employment, performance evaluation, wages, advancement, assigned duties, and/or any other privilege or condition of employment;
- Using unseemly gestures, crude and offensive language, sexually explicit jokes, sexually explicit photographs or drawings, and/or sexually degrading words to describe an individual; and
- Retaliation against an employee for reporting sexual harassment and/or participating in an EEO Investigation regarding sexual harassment, in accordance with the Department's Anti-Retaliation Policy Statement.

When interacting with others in the workplace, it is important to be sensitive to the way in which words and actions may be perceived by others. If words or actions could reasonably be perceived as offensive and unwelcome, they could constitute unlawful harassment.



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MANAGEMENT RESPONSIBILITIES

The Department of Emergency Services and Public Protection (“DESPP”) Equal Employment Opportunity Manager, and its managers and supervisors shall make every reasonable effort to ensure that every work site is free of sexual harassment and to ensure mutual dignity and respect.

These efforts shall include, but are not limited to:

1. Implementing preventive measures, include compliance with online and/or classroom training and informational posting rules with the State of Connecticut Commission on Human Rights and Opportunities (“CHRO”) set forth in §46a-54-200 through §46a-54-207 of the Regulations of Connecticut State Agencies.
2. Monitoring working conditions to detect sexually harassing conduct.
3. Conducting a prompt and thorough EEO Investigation of each Complaint or report received, and communicating the results of the EEO Investigation to the Complainant who was allegedly subjected to the harassment.
4. Carrying out expeditious remedial measures reasonably calculated to prevent and correct any sexually harassing conduct which has occurred.

Further, all managers and/or supervisory staff share the responsibility in the implementation of this Policy Statement. Any DESPP supervisor and/or manager found to be in violation of any part of this policy statement will be subject to disciplinary action, up to and including, termination from employment.

EMPLOYEE RESPONSIBILITIES

1. Each DESPP employee shall refrain from engaging in any activity or conduct that may constitute sexual harassment.
2. Any employee who witnesses sexually harassing conduct, or who becomes aware that another employee has been subjected to sexual harassment, is urged to immediately report the harassment to the Equal Employment Opportunity Manager, or in the absence of the EEO Manager, the assigned designee.



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3. No employee shall retaliate against another employee for complaining about or reporting sexually harassing conduct, or for participating in any internal or external EEO Investigation of such conduct, in accordance with the Department's Anti-Retaliation Policy Statement.

**SEXUAL HARASSMENT PREVENTION POLICY AND
REPORTING COMPLAINT PROCEDURE**

Any employee who believes s/he has experienced sexual harassment, or has witnessed sexual harassment by any employee, prospective employee, vendor, or any other person in connection with his/her employment or participation with the Department of Emergency Services and Public Protection ("DESPP"), should bring the matter to the immediate attention of:

Jewel White, EEO Specialist 1
Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office
State of Connecticut Department of Emergency Services and Public Protection
1111 Country Club Road
Middletown, Connecticut 06457
(860) 685-8010
Jewel.white@ct.gov

If the Complainant(s) prefers, s/he may report the matter directly to his or her supervisor. If the complainant(s) feels uncomfortable reporting the harassment to his or her supervisor, s/he should immediately report the matter to any other member of management. An EEO investigation will be conducted promptly, and if appropriate, action will be taken at the conclusion of the EEO investigation, with exception for EEO Complaints made against the DESPP Commissioner and/or the Department's EEO/AA Office, which will be automatically referred to the State of Connecticut Commission of Human Rights and Opportunities ("CHRO") and if appropriate, investigation by the Department of Administrative Services ("DAS"), under §46a-68(b). The Department will not tolerate violations of this policy statement and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

The Equal Employment Opportunity Manager, or in the absence of the EEO Manager, the assigned designee, will investigate all reported incidents of sexual harassment for the purpose of determining whether the incident took place, whether it constituted sexual harassment, and to determine what remedial actions, if any, are needed. The Complainant(s) must file the EEO Complaint of Discrimination Form

1111 Country Club Road, 2 North
Middletown, Connecticut 06457
Phone: (860) 685-8010/Fax: (860) 685-8019
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within thirty (30) business days of the reported incident in order to begin investigating within a timely manner.

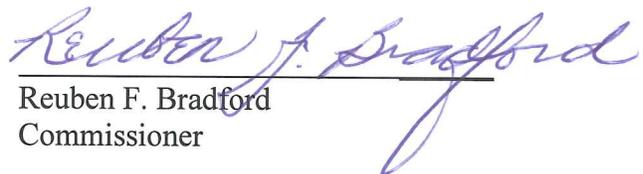
- To the extent practicable, all EEO Investigations will be conducted in as confidential a manner as possible;
- The EEO Complaint can be submitted as a written summary that will ultimately be copied into the Official EEO Complaint of Discrimination Form and signed by the Complainant(s);
- Both the Complainant(s) and the Opposing Party(ies) will be interviewed as part of the EEO Investigation and both will be reminded of the Department's Anti-Retaliation Policy Statement, Sexual Harassment Policy Statement, and the yearly EEO Policy Statement;
- The Complainant(s) will be asked to provide corroborating evidence for review and identify witnesses;
- The Equal Employment Opportunity Manager or in the absence of the EEO Manager, the assigned designee, will report and advise on the outcome of the EEO Investigation and make concluded recommendations to the DESPP Commissioner. The findings will be reviewed by the DESPP Commissioner or his or her designee, who will concur with the recommended final action(s), if any;
- The Complainant(s) shall be notified of the final action, if any, taken on his or her EEO Complaint;
- All EEO Investigations will be investigated within a ninety (90) day period, unless extenuating circumstances delays the process. The Complainant(s) and the Opposing Party(ies) will be notified in writing if a delay beyond this period from the filing of the EEO Complaint is extended to conclude with the evaluation and resolution of the EEO Complaint; and
- During the course of the EEO Investigation, the Equal Employment Opportunity Manager or in the absence of the EEO Manager, the assigned designee, shall report to the DESPP Commissioner or his or her designee, any potential criminal conduct.

RETALIATION FOR REPORTING SEXUAL HARASSMENT IS PROHIBITED

Please refer to the Department's Anti-Retaliation Policy Statement concerning the no tolerance policy for harassment or retaliation in the workplace.

1-11-13

Date


Reuben F. Bradford
Commissioner