



DEPARTMENT OF REHABILITATION SERVICES

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Approved: Amy Porter, Commissioner

It is the policy of the Department of Rehabilitation Services that all employees, clients, contractors, subcontractors, visitors, consumers, and others have the right to work and be in an environment free of discrimination, which encompasses freedom from sexual harassment. Sexual harassment undermines the integrity of the workplace and the personal dignity of the individual. Sexual harassment is prohibited and is a form of illegal sex discrimination. In employment situations, state law defines sexual harassment as: "Any unwelcomed sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or,
- 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."

The definition of sexual harassment includes harassment based on a person's gender identity or sexual orientation.

Sexual harassment in the workplace is unacceptable conduct and will not be tolerated or condoned. All employees shall be held responsible and accountable for maintaining an environment free from sexual harassment. Anyone found to be in violation of this policy will be subject to disciplinary action up to and including termination.

Prohibited conduct includes, without limitation:

- Sexual flirtation, propositions or threats;
- Lewd comments;
- Using crude and offensive language, or sexually explicit jokes;
- Unwanted or inappropriate touching such as patting, pinching or hugging;
- Sexual gestures;
- Use or display of sexually suggestive photographs, objects or pornographic pictures;
- Obscene noises or leering;
- While in a supervisory position, condoning or ignoring sexual harassment of which one has knowledge or has reason to have knowledge;
- Retaliation for reporting sexual harassment; and
- Derogatory comments about another person's sex, gender identity or sexual orientation.