State of Connecticut

Police Officer Standards and Training Council
Connecticut Police Academy

ANTI-HARASSMENT POLICY

Purpose

The Police Officer Standards and Training Council (POSTC) is committed to providing a work environment in which all people are treated with respect and dignity. POSTC strictly prohibits sexual harassment and harassment based on all protected classes including race, religion, age, sex, marital status, national origin, ancestry, disability and sexual orientation. All employees are expected to help with this effort.

While some of this policy focuses specifically on sexual harassment, it in fact establishes a zero tolerance policy for harassment based on any and all of the protected classes listed above. The principals and complaint procedures outlined in this policy apply to both sexual harassment and other forms of illegal harassment against agency employees.

Prohibited Conduct

POSTC will not tolerate harassment by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside the workplace, at POSTC-sponsored social functions, or elsewhere.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination, which is prohibited under both Connecticut and federal law. The term "sexual harassment" means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
- such conduct is so severe or pervasive that it unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be either a man or a woman. Also, harassment can involve people of the same or the opposite sex.

Examples of Harassment. Although not a complete list, the following are examples of conduct that may be harassment:

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented kidding, teasing or practical jokes;
- Jokes about ethnicity, religious beliefs or practices, accents, or gender-specific traits;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures, or other information by e-mail or the internet where the information is sexually-explicit, or where it ridicules a person's ethnicity, religion, sexual-orientation or other unchangeable characteristics;
- Physical contact, such as touching, patting, pinching or brushing against another's body.

Reporting Harassment

1. Victims of Harassment. If you believe that you are being harassed, you should clearly and promptly tell the offender that you want him or her to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you should immediately report the harassment to any one of the following people:

- Your supervisor or manager;
- The Affirmative Action Officer Designee (Natalie Shipman 860-713-5038)
- The Executive Director (Thomas E. Flaherty 203-238-6505).

2. Employees Who Witness Harassment. Any employee who witnesses harassment or becomes aware that another employee has been subjected to prohibited harassment is also urged to immediately report the conduct to one of the three people listed above.

3. Supervisors and Managers. Any supervisor or manager who receives a complaint about harassment or who believes that someone is engaging in conduct that may be prohibited harassment must immediately report it to Natalie Shipman or Olga Gerber. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

No Retaliation

POSTC strictly forbids retaliation against employees who report harassment or who participate in internal or external investigations of harassment. POSTC will not engage in any such retaliation nor will it permit employees to do so. All employees are strongly urged to report all instances of retaliation to one of the individuals listed above.

Investigating Complaints

POSTC's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be promptly investigated. Employees are expected to participate in investigations when asked.

Corrective Action

If an investigation confirms that harassment has occurred, POSTC will promptly take corrective action. Discipline up to and including discharge from state service may be imposed.

False or Malicious Reports

Disciplinary action also may be imposed if POSTC determines that a false or malicious complaint was made under this policy.

Thomas E. Flaherty, Executive Director
Police Officer Standards and Training Council

7/11/05
Date