


# Department of Public Works and Engineering

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|--|--------------------------------------|-------------|
| Subject:<br><b>SEXUAL HARASSMENT</b>   | Departmental Policy<br><b>1-18</b>   |             |
|  | Effective Date: <b>Upon Approval</b> |             |
| <p><b>I. Purpose</b></p> <p>To improve the working environment pursuant to guidelines on sexual harassment issued by the Equal Employment Opportunity Commission.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p><b>III. Policy</b></p> <p><b>Policy basis: COH Policy 113.00 dated 2-14-85</b></p> <p>The Department reaffirms and endorses the following:</p> <p><b>A.</b> It is illegal and against the policy of this Department for any employee, male or female, to sexually harass another employee by any of the following actions:</p> <ol style="list-style-type: none"><li>1. Make unwelcome sexual advances or requests for sexual favors or other verbal physical conduct of a sexual nature;</li><li>2. Make submission to or rejection of such conduct the basis for employment decisions affecting the employee;</li><li>3. Create an intimidating, hostile or offensive working environment by any such conduct.</li></ol> <p><b>B.</b> Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to his or her supervisor, manager or the Affirmative Action Division.</p> |                                      |             |
| Approved:<br>   | Date Approved:<br><b>8-1-95</b>      | Page 1 of 2 |

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## IV. Compliance

Adherence to the above is mandatory. Any supervisor, agent or other employee found to have sexually harassed another employee will be subject to disciplinary action up to and including indefinite suspension.

Supervisors or managers who fail to act on allegations or evidence of sexual harassment will be considered for disciplinary action.

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