

Ohio EPA

SEXUAL HARASSMENT POLICY

I. Purpose

To establish uniform guidelines in order to ensure employees of the Ohio Environmental Protection Agency a workplace free of sexual harassment.

II. Applicability

This policy applies to all persons employed by or under contract employment with the Ohio Environmental Protection Agency.

III. Definition

Sexual harassment is a form of sex discrimination and includes unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to that conduct is made explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to the following conduct, when such acts or behavior come within one of the above definitions:

- Explicitly or implicitly conditioning any term of employment on the provision of sexual favors;
- Touching or grabbing any part of another employee's body;

- Continuing to ask an employee to socialize on or off duty when that person has indicated he/she is not interested;
- Displaying or disseminating sexually-suggestive pictures, objects, cartoons or posters;
- Harassing acts or behavior directed against a person on the basis of his or her sex; and
- Regularly telling sexual jokes or using sexually-vulgar or explicit language.

IV. Discipline

Violations of this policy will not be permitted. Anyone who violates this policy will be subject to discipline up to and including discharge. Any person found fabricating allegations of sexual harassment is also in violation of this policy and will be subject to disciplinary action up to and including discharge.

Intimidation, coercion, threatening, taking reprisals or discriminating against any employee for complaining about harassment or acting as a witness, as described in this policy, is prohibited.

V. Complaint Procedure

Any employee who feels he or she is a victim of sexual harassment should report the matter immediately to his/her supervisor, a member of management, or directly to the Office of EEO. The complaint will be thoroughly investigated. Confidentiality and privacy of employees will be respected during any investigation.