# SEXUAL HARASSMENT IS AGAINST THE LAW AND VIOLATES COMPANY POLICY

#### DEFINITION

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

#### **EXAMPLES OF SEXUAL HARASSMENT:**

- A supervisor implies to an employee that the employee must sleep with him/her to keep a job.
- A sales clerk makes demeaning comments about female customers to his coworkers.
- An office manager in a law firm is made uncomfortable by lawyers who regularly tell sexually explicit jokes.
- A cashier at a store pinches and fondles a co-worker against their will.
- A secretary's co-workers belittle her and refer to her by sexist or demeaning terms.
- Several employees post sexually explicit jokes on an office buildin board.
- An employee sends e-mails to co-workers that contain sexually explicit language and jokes.

#### DID YOU KNOW:

- Sexual harassment is a gender-neutral offense. Men can sexually harass women, and women can sexually harass men. People of the same sex can also sexually harass each other.
- In 2006 the EEOC received 12,025 charges of sexual harassment and 15% of those charges were filed by males.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- . The harasser's conduct MUST BE UNWELCOME.
- Ptetalisting or taking revenge against someone for complaining about sexual harassement or for participating in an investigation of sexual harassment is also against the law.

# WHAT SHOULD VICTIMS OF SEXUAL HARASSMENT DO?

- Say "NO" clearity: Tell the person that his/her behavior offends you.
   Firmly refuse all invitations. If the harassement doesn't end promptly, write a letter asking the harasser to stop and keep a dopy.
- 2. Writte down what happened: As soon as you experience the sexual harassment, start writing it down. Write down dates, places, times, and possible witnesses to what happened. If possible ask your co-workers to write down what they saw or heard, especially if the same thing is happening to them.
- Report the Harassment: Utilize the grievance procedure in your company. Tell your supervisor, your human resource department or some other person with your organization who has the power to stop the harassment. When possible do so in writing as well.
- Involve your Union: If you belong to a union, you may want to file a formal complaint through the union and get an efficial to help you through the oriovance process.

- 5. File a discrimination complaint with a government agency: If you want to file a lawsuit in federal or state court, you must first file a formal sexual harassment complaint with the federal Equal Employment Opportunity Commission (EEOC) and/or your state's fair employment agency. Be careful not to miss deadlines for filling? Under tedoral law and in many states you may only have 180 days to file a formal complaint.
- File a lawsuit: You can sue for money damages, to get your job back, and you can also ask the court to make your employer change its practices to prevent future sexual harassement from occurring.

#### WHAT IS AN EMPLOYER'S RESPONSIBILITY?

- When an employer receives a complaint or otherwise learns of alleged sexual harassment in the workplace, the employer should investigate promptly and thoroughly.
- The employer should take immediate and appropriate corrective action by doing whatever is necessary to end the harassment, make the victim whole by restoring lost employment benefits or opportunities, and prevent the misconduct from recurring.
- Disciplinary action against the offending supervisor or employee, ranging from reprimand its discharge, may be necessary. Generally, the corrective action should reflect the severity of the conduct.

#### HOW CAN EMPLOYERS HELP TO PREVENT SEXUAL HARASSMENT?

- Develop a written policy dealing with sexual harassment, indicating that sexual harassment is against the law and also violates company policy.
- Develop an effective complaint procedure for workers subjected to sexual harassment. Provide a mechanism for employees to bytest their supervisor when the supervisor participates in the harassment or fails to take proper action. The complaint procedure should encourage a prompt solution to the problem.
- Promptly and effectively respond to sexual harassment complaints.
   Undertake a complete and confidential investigation of any allegations of harassment and impose appropriate disciplinary action.
- Train all employees and supervisors. (Some states require this)
- Prevent sexual harassment before it occurs. Circulate or post the company anti-harassment policy and the EEOC rules on sexual harassment. Express strong disapproval of such conduct and tell employees of their right to be free from harassment.

For more information contact the federal agency that enforces sexual harassment laws:

U.S. Equal Employment Opportunity Commission (EEOC) 1801 L Street, N.W.

Washington, D.C. 20507

Phone: 1-800-669-4000 TTY: 1-800-669-6820

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# **Cogic Harrasment Policy**

Billie Wright Dziech, Michael W. Hawkins

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Religion Index One ,1995 Black Newspapers Index ,2007 Policy Guidance on Current Issues of Sexual Harassment ,1990 Anti-harassment Policies for the Workplace Canadian Human Rights Commission,2006 Implementing Sexual Harassment Policy Laura A. Reese, Karen E. Lindenberg,1999 Laura A Reese and Karen E Lindenberg use case studies to focus on the implementation of sexual harassment policy in public sector organizations Their approach is practical in its identification of problems and suggestions for solutions The authors identify five major challenges to implementing sexual harassment policies and examine each starting with a description and concluding with specific

recommendations for overcoming the challenges in policy making They then present a model of the policy implementation process to give the reader a broad realistic picture of the environment in which implementation takes place Sexual Harassment Policy and Procedures Wilfrid Laurier University. Sexual Harassment Committee, 1991 Sexual Sexual Harassment and Higher Education Billie Wright Dziech, Michael W. Harassment Policy ,1993 Hawkins, 2012-10-12 First Published in 1998 In 1984 Billie Dziech co wrote The Lecherous Professor one of the first books to articulate the problem of sexual harassment on college campuses Since that time a number of books exploring the issues cases and laws have moved the topic into the public eye This work the brainchild of a lawyer and an academic reflects on some of the more controversial and overlooked aspects of sexual harassment and its litigation and law Chapters cover the legal and regulatory evolution of the issue and its context in higher education at the end of the 20th century the importance of having colleges approach policy making and harassment by analyzing their own environment an examination of the treatment of women experiencing harassment with special focus on women who appear unscathed by it the situation of the male on campus and the problem of non meritorious cases the most familiar myths of consensual relationships and the role of bans in dealing with them and the contention that the sexual harassment issue has exposed higher education s excesses and The Issue is Respect University of California, San Diego. Office of Sexual Harassment Prevention contradictions Sexual Harassment Policy Initiatives in Large American Policy, 1995\* **Sexual Harassment** M. Diane Jordan, 1999 Cities Connie Kirk-Westerman, 1988 Case Dismissed! Carol M. Merchasin, Mindy H. Chapman, Jeff Polisky, 2003 Intends to improve harassment prevention training This title allows the reader to prepare a request for proposal to outsource harassment training review an organization s harassment training and design specific harassment training for an **Sexual Harassment in Education** John F. Lewis, Susan C. Hastings, 1994 organization Sexual Harassment Tracv O'Shea, Jane LaLonde, 1998-08-15 Explains how to file a formal complaint and offers advice on coping with retaliation stress the legal system and career changes Sexual Harassment Kathleen Kapusta, 2018-08-10 Sexual Harassment A Guide to a Harassment Free Workplace can have an immediate and significantly positive impact on the ways in which your organization manages the issue of sexual harassment Every chapter of this powerful resource can affect the way you handle and preempt the possibility of sexual harassment in your organization. Here are just a few of the key topics covered in this leading resource that are often overlooked or even unknown to those setting an organization s policies The hidden costs of harassment How top executives set the tone The serious extent of the risk Personal liability Why hasn t sexual harassment training worked Who to train and when to train How to properly investigate harassment How to handle the reluctant employee Who should investigate Determining credibility Understanding and avoiding defamation Protecting the accuser and the accused during the investigation And much more Sexual harassment may expose employers to automatic liability under certain circumstances and regardless of legal liability the negative publicity high cost of turnover lowered employee morale

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#### **Table of Contents Cogic Harrasment Policy**

- 1. Understanding the eBook Cogic Harrasment Policy
  - The Rise of Digital Reading Cogic Harrasment Policy
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Cogic Harrasment Policy
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Cogic Harrasment Policy
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Cogic Harrasment Policy
  - Personalized Recommendations
  - Cogic Harrasment Policy User Reviews and Ratings
  - Cogic Harrasment Policy and Bestseller Lists
- 5. Accessing Cogic Harrasment Policy Free and Paid eBooks
  - Cogic Harrasment Policy Public Domain eBooks
  - Cogic Harrasment Policy eBook Subscription Services

- Cogic Harrasment Policy Budget-Friendly Options
- 6. Navigating Cogic Harrasment Policy eBook Formats
  - o ePub, PDF, MOBI, and More
  - Cogic Harrasment Policy Compatibility with Devices
  - o Cogic Harrasment Policy Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Cogic Harrasment Policy
  - Highlighting and Note-Taking Cogic Harrasment Policy
  - Interactive Elements Cogic Harrasment Policy
- 8. Staying Engaged with Cogic Harrasment Policy
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Cogic Harrasment Policy
- 9. Balancing eBooks and Physical Books Cogic Harrasment Policy
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Cogic Harrasment Policy
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Cogic Harrasment Policy
  - Setting Reading Goals Cogic Harrasment Policy
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Cogic Harrasment Policy
  - Fact-Checking eBook Content of Cogic Harrasment Policy
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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