

You Are Responsible For:

- Making sure that EEO policy statements, concerning sexual harassment are prominently and permanently displayed on bulletin boards and in areas where employees congregate.
- Setting a tone in the workplace which makes it clear that sexual harassment is a form of employee misconduct and will not be tolerated.
- Treating every complaint of sexual harassment seriously.
- Taking immediate and appropriate action to correct unacceptable behavior in work environments.

The range of actions available to you include:

- ♦ Removing offensive or inappropriate pictures and literature.
- ♦ Talking to the offending individual.
- ♦ Reissuing appropriate policies.
- ♦ Discussing an EEO issue at staff meeting.
- ♦ Conducting corrective interviews.
- ♦ Issuing written warnings.
- ♦ Filing disciplinary charges.

- ♦ Following guidelines, as described in the Policy Statement on Sexual Harassment, for documenting the incident and advising the employee of his/her rights.
- ♦ Contacting the Office of Equal Employment Opportunity for guidance.

NOTE: Although the majority of incidents of sexual harassment involve a male supervisor or co-worker harassing a woman, the law also prohibits the harassment of men by women, women by women and men by men.

Retaliation for placing a complaint is against the law.

**For information or guidance
Call the EEO Office at:
(212) 487-8604 or 8605**

**Monday thru Friday
7:30 AM TO 5:00 PM**



NYC Administration
for Children's Services

Michael R. Bloomberg, *Mayor*
William C. Bell, *Commissioner*
Mary Ann R. Salley, *Director of EEO*

Preventing Sexual Harassment in the Workplace

A Guide For Supervisors & Managers

Q & A

A Guide For Supervisors & Managers

From the Commissioner

It is an unfortunate reality, that in the 21st century, we as a people are still fighting to stamp out all forms of discrimination. To discriminate against another person because of the color of their skin, race, religion, national origin, age, gender, sexual orientation, or disability is loathsome. It is the obligation of each and everyone of us to do all we can to end discrimination.

As an Agency, we have taken many steps to prevent and eliminate sexual harassment as well as other forms of discrimination in the workplace. We have invested considerable time and resources in training you to identify, prevent, and where necessary, correct incidents of sexual harassment. We do this not only because there are laws that require us to protect people from discrimination, but also because it is the right thing to do. Sexually harassing behavior is unacceptable behavior and it will not be tolerated.

I urge you to become familiar with the Agency's policy on sexual harassment. The policy, like the laws, are not meant to interfere with voluntary social relationships between individuals in the workplace. But they do prohibit those actions and behaviors that are unwanted and unwelcomed and/or which create an intimidating or hostile work environment. All employees, regardless of gender, have the right to work in an environment that is free of sexually harassing behavior.

William C. Bell
Commissioner

Sexual Harassment and The Law

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 a basis for employment decisions affecting such individual.
- Such conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

*Guidelines on Discrimination
Because of Sex:*

EEOC November 10th, 1980

Some Causes of Sexual Harassment

- Sexual harassment is power expressed sexually. It may be caused by the desire to influence, affect or control someone in the workplace.
- People may not recognize that their jokes or behavior causes embarrassment and discomfort to others and may be perceived by others as harassment.
- Confusion about what kinds of behavior are and are not acceptable.
- Insensitivity to others.

Sexual Harassing Behavior May Include:

- Verbal harassment or abuse.
- Subtle pressure for sexual activities.
- Displaying sexual pictures or texts.
- Unnecessary touching, patting or pinching.
- Leering at a person's body.
- Demanding sexual favors accompanied by implied or overt threats concerning one's job performance, evaluation, promotion, etc.
- Physical assault.