STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES

OFFICE OF THE COMMISSIONER

TO: All Employees

FROM: John Biello, Acting Commissioner

DATE: January 17, 2020

RE: Sexual Harassment

It is the policy of the Department of Revenue Services to provide employees with a work place that is free from sexual harassment and it will discipline (up to and including termination) any employee or agent of the Department who has been found to have violated this policy. Sexual harassment is a form of sex discrimination that is characterized as behavior toward another that is both "unwanted and unwelcome" and is sexual in nature, or is based upon a person's gender. In the workplace, the results of sexual harassment can be devastating and can, among other things, mean lost productivity, turnover, lower morale and high absenteeism rates.

I ask that you be aware of what can constitute sexual harassment and encourage you to report any such incident immediately as detailed in the attached complaint procedure. I emphasize that it is the responsibility of each employee to assist in maintaining an atmosphere that is free from sexual harassment.

If a fellow employee is subjecting you to behavior such as displaying derogatory or pornographic cartoons, pictures or calendars; making suggestive remarks or gestures; making sexual propositions or demands; unwanted touches, pinching or patting; discussing sexual activities or passing rumors of a sexual nature, calmly ask them not to repeat it or seek assistance in doing so from a third party. Many times, we are unaware of how our actions and behavior are perceived by others and once we are told, we refrain from that action or behavior in the future. However, if your request is ignored, and the behavior is repeated, report it. Conversely, if a fellow employee asks you not to direct a certain behavior or act towards them – listen. That is your first indication that what you are doing may be offensive and if continued, could possibly mean your actions could be in violation of this policy. Not listening could cost you your job.

Please carefully review the enclosed guidelines regarding sexual harassment and complaint procedure. You are encouraged to contact Penny Potter, Equal Employment Opportunity Manager at (860) 297-5708, Aimee P. Plourde, Human Resources Administrator at (860) 297-5701, or your supervisor if you have any questions and/or to arrange an appointment for confidential counseling regarding this policy.

Department of Revenue Services

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

Office of Diversity & Equity

MEMORANDUM

TO: Department of Revenue Services Employees

FROM: Penny Potter, Equal Employment Opportunity Manager *Penny Potter*

DATE: August 20, 2020

RE: DEFINITION OF SEXUAL HARASSMENT AND GUIDELINES FOR COMPLAINT RESOLUTION

The legal definition of sexual harassment is as follows:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;

3. and/or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment for the individual or others.

Prohibited conduct includes, without limitation:

- Repeated offensive, sexual flirtation, advances or propositions;
- Sexual assault;
- Exposing one's genitals, buttocks and/or breasts;
- Discussing sexual activities or passing rumors of a sexual nature;
- Sharing of sexual content via electronic communications, internet, texting, etc.;
- Inappropriately commenting about an individual's body or physical appearance;
- Displaying sexually suggestive pictures, cartoons or drawings;
- Using unseemly gestures, whistling or catcalling;
- Using crude and offensive language, or sexually explicit jokes;
- Unnecessary touching or physical interference with a person's movements;
- Derogatory comments about another's sex or sexual orientation;
- Retaliation against an employee for reporting sexual harassment; and
- While in a supervisory or command position, condoning or ignoring sexual harassment of which one has knowledge or has reason to have knowledge.

Remedies are available to eliminate a discriminatory practice and make complainants whole. Remedies can include:

- Back pay
- Front pay
- Attorney fees
- Costs
- Cease and desist orders
- Pre- and post- judgement interest
- Emotional distress
- Punitive damages (if the case's is tried in court)

Complaints of alleged sexual harassment can be reported to either of the following individuals:

Penny Potter
Equal Employment Opportunity Manager
450 Columbus Blvd. Suite 1
Hartford, CT 06103
Telephone: (860) 297-5708

Aimee P. Plourde
Human Resources Administrator
450 Columbus Blvd. Suite 1
Hartford, CT 06103
Telephone: (860) 297-5701

In addition to the above individuals, employees may also report the alleged incident(s) to their immediate supervisors, who will in turn notify one of the individuals listed above.

Complaints should be filed within thirty (30) days of the alleged violation using the Complaint Procedure established by the Office of Diversity & Equity.