



STATE OF CONNECTICUT

## LT. GOVERNOR SUSAN BYSIEWICZ

### ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

#### Purpose

The Lt. Governor's Office is an Affirmative Action employer and does not discriminate on the basis of any legally protected class, including race, color, religious creed, age, sex, pregnancy, national origin, ancestry, marital status, sexual orientation, gender identity or expression, learning disability, physical disability (including, but not limited to, blindness), present or past history of mental disability, intellectual disability, genetic information, criminal record, and military or veteran status. Without limiting the foregoing, we also recognize the hiring difficulties experienced by persons with disabilities and by many persons who are older, and support the full and fair utilization of these persons in the work force. The Lt. Governor's Office is committed to providing a work environment in which all people are treated with respect and dignity; all employees are expected to participate in this effort.

#### Harassment Defined

- "Harassment" means any verbal, physical, graphic or written conduct when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct by an individual is used as a basis of an employment decision affecting that individual; or
  - Such conduct interferes with another's work performance or creates an intimidating, offensive, or hostile work environment;

and "Harassment" includes any unwelcome sexual advances or requests for sexual favors.

#### Prohibited Conduct

Federal and State law, including Title VII of the 1964 Civil Rights Act, 42 U.S.C. § 2000e-2(a)(1), and the Connecticut Fair Employment Practices Act, C.G.S. § 46a-60 *et seq.*, prohibit various forms of discrimination and illegal harassment in employment. The Lt. Governor's Office strictly prohibits discrimination, including Harassment, based on any legally protected class, as described above. The Lt. Governor's Office shall not tolerate such discrimination or Harassment, by anyone, including any supervisor, co-worker, vendor, client or customer, whether in the workplace, at assignments outside of the workplace, at Lt. Governor's Office-sponsored social events or elsewhere.

## **Reporting Discrimination and Harassment**

Any discrimination or Harassment, complaints should be filed with the EEO in accordance with the Discrimination Complaint Procedure available on the Lt. Governor's website.

1. **Claimants** –If you believe that you are being Harassed or otherwise discriminated against because of your protected class, you should immediately file a complaint with: Alicia Nunez, Equal Employment Opportunity Director, Department of Administrative Services, 450 Columbus Boulevard, Suite 1501, Hartford, CT 06103, telephone at (860) 713-5317, e-mail at [alicia.nunez@ct.gov](mailto:alicia.nunez@ct.gov). You may also file a complaint with the Lt. Governor's Chief of Staff, Adam Joseph, at the Office of the Lt. Governor, 210 Capitol Avenue, Rom 304, Hartford, CT 06106, (860) 524-7341 or via email at [Adam.Joseph@ct.gov](mailto:Adam.Joseph@ct.gov).
  
2. **Witnesses** – Any employee who witnesses Harassment or other forms of discrimination prohibited under this policy or becomes aware that another employee has been subjected to such Harassment or discrimination is also urged to immediately report the conduct via one of the avenues listed above.

### **No Retaliation**

The Lt. Governor's Office strictly forbids retaliation against any employee who reports discrimination or Harassment, or against any employee who participates in internal or external investigations involving such conduct. Agents of the Lt. Governor's Office shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under Federal or State law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by the State and Federal law. All employees are strongly urged to report all instances of retaliation via one of the avenues listed above.

### **Investigating Complaints**

The Lt. Governor's Office takes all complaints and reports of Harassment and discrimination seriously. All complaints and reports will be investigated promptly. All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by the Lt. Governor's Office, the EEO and / or the Department of Administrative Services as a result of such investigations.

### **Corrective Action**

If an investigation confirms that discrimination or harassment prohibited under this policy has occurred, the Lt. Governor's Office will take corrective action promptly. Discipline up to and including discharge from State service may be imposed and civil and/or criminal charges may be filed. If a complainant is dissatisfied with an investigation, she or he may file, within 180 days after the alleged act of discrimination, a complaint with the Connecticut Commission on Human Rights and Opportunities, Capital Region Office, 999 Asylum Avenue, 2<sup>nd</sup> floor, Hartford, CT 06105, (860)566-7710 or 1105, TDD - (860)566-7710, FAX - (860)566-1997.

Susan Bysiewicz  
Lt. Governor, State of Connecticut  
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