

## CONNECTICUT DEPARTMENT OF TRANSPORTATION

# POLICY STATEMENT

POLICY NO. EX.O.-4  
February 27, 2019

SUBJECT: Sexual Harassment Prevention Policy and Reporting Procedure

### **Purpose**

This Prevention Policy of the Department of Transportation (hereinafter "Department") applies to all employees, volunteers, contractors, subcontractors, visitors, vendors, parties, and other persons all of whom have a right to work and fully participate in an environment free from discrimination and, in particular, free from sexual harassment.

### **Law and Scope**

Sexual harassment is illegal. Such conduct violates federal law found in Title VII of the Civil Rights Act of 1964, 42 US Code § 2000e *et seq.*, as amended. The conduct also violates State law (§ 46a-60 of the Connecticut General Statutes).

The Department prohibits and will not tolerate sexual harassment, of any kind, by its employees. Such misconduct undermines the integrity of the employment relationship. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

### **Workplace Environment**

Normal, courteous, respectful, pleasant, and non-coercive interactions between individuals, which are acceptable to all, are actions that the Department does not consider to be sexual harassment. However, when interacting with others in the workplace, employees must be sensitive to the way others may perceive their words and actions. Unlawful harassment may exist when others perceive actions as offensive and unwelcome.

### **Description of Sexual Harassment**

Federal and State law defines sexual harassment as any unwelcome sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

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

2. Submission to or rejection of such conduct is a basis for decisions affecting an individual's employment, evaluation, wages, advancement, assigned duties, shifts, or career development; or
3. 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.

The Department considers sexual harassment to be any unwelcome conduct of a sexual nature that is personally offensive, lowers morale, and interferes with work productivity. The Department determines unwelcome conduct of a sexual nature from the point of view of the victim, not the harasser.

The following are some examples of sexual harassment:

- Repeated offensive sexual flirtation, advances, or propositions
- Discussing sexual activities
- Inappropriate or lewd commenting about an individual's body or physical attributes
- Displaying sexually suggestive pictures, cartoons, or drawings
- Sexually explicit crude and offensive language, jokes, or gestures
- Unwelcome touching

Retaliation against an employee for reporting sexual harassment is also a violation of this policy and will not be tolerated. If you report an alleged incident of harassment or discrimination and believe that you are being retaliated against as a result, you should report this to the Office of Equal Opportunity and Diversity.

All managers and supervisors are responsible for maintaining a work environment free of sexual harassment to ensure mutual dignity and respect. All managers and supervisors share responsibility for the implementation of this prevention policy. Managers and supervisors **must** report all incidents of sexual harassment to the Office of Equal Opportunity and Diversity. When a manager or supervisor fails to report a known incident or allegation of sexual harassment, the Department will consider such a failure as a violation of this policy which shall lead to disciplinary action pursuant to the Department's discipline policies, up to and including termination.

### **Complaint Procedure**

Any individual, who believes that he/she has experienced sexual harassment or has witnessed sexual harassment by an employee or any other person in connection with his/her employment or participation with the Department, should bring the matter to the immediate attention of the Office of Equal Opportunity and Diversity. Mr. Eric Smith, Equal Employment Opportunity Director, can be reached at (860) 594-2211. The office is located at the Department of Transportation, 2800 Berlin Turnpike, Newington, Connecticut.

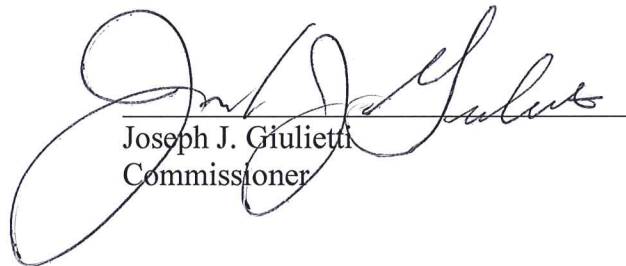
The Department will apprise any individual who experiences sexual harassment of his/her rights. The Department strongly encourages victims to report sexual harassment as soon as it occurs.

An individual may choose to report sexual harassment directly to his/her supervisor or to any member of management, who will then **immediately** contact the Office of Equal Opportunity and Diversity. However, if you knowingly make a false accusation under the Sexual Harassment Prevention Policy and Reporting Procedure, you will be subject to appropriate disciplinary action up to and including termination.

In the event that an individual needs to file a complaint against an employee of the Department's Office of Equal Opportunity and Diversity, individuals should contact the Office of Human Resources at (860) 594-3100 or may file with the State of Connecticut's Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Suite 2, Hartford, CT 06103, (860) 566-7710. He/she may also contact the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 1-800-669-4000.

The Department, hereby, affirms its commitment to ensure a work environment free from any form of discrimination, including sexual harassment.

(This Policy Statement supersedes Policy Statement No. EX.O.-4 dated April 15, 2013)



Joseph J. Giulietti  
Commissioner