

## **SEXUAL HARASSMENT**

Sexual harassment is a form of sexual discrimination. It is illegal and violates Section 703 of Title VII of the Civil Rights Act of 1964 as amended, and the New York State Human Rights Law. Pursuant to Resolution Number 204 of 1993 passed by the Delaware County Board of Supervisors, it shall be the policy of the County of Delaware that every employee of Delaware County government shall be entitled to a work environment free from sexual harassment.

Sexual harassment is considered a form of employee misconduct. Individuals engaging in sexual harassment and supervisory/managerial personnel who knowingly allow such behavior to continue are subject to disciplinary action.

Employees who believe they have been subject to sexual harassment by a co-worker should first discuss the matter with their supervisor. If the problem is not resolved, an employee should discuss the matter with their Department Head. If the Department Head fails to resolve the problem to the employee's satisfaction, the employee should discuss the matter with the Personnel Officer. If still unsatisfied, the employee may choose to contact the New York State Division of Human Rights, Alfred E. Smith State Office Building Campus, Albany, NY 12225 (518-474-2705) or the Equal Employment Opportunity Commission, 1 West Genesee St., Buffalo, NY 14220 (716-846-4441).

If the sexual harassment is by a supervisor, the employee should discuss the matter with their Department Head, then follow the foregoing procedure. If the sexual harassment is by a Department Head, the employee should discuss the matter with the Personnel Officer.

Allegations and complaints of sexual harassment will be swiftly and thoroughly investigated by the County to substantiate same. Because of the sensitive nature of the issue of sexual harassment, particular efforts will be made to conduct investigations with due regard for the confidentiality of the complainant and the alleged violator. The rights of both complainant and alleged violator shall be protected.

Retaliation against employees who report sexual harassment or who cooperate in the investigation of a sexual harassment charge will not be tolerated. Such retaliation or harassment will be cause for disciplinary action.

In the event sexual harassment has been determined to exist, the situation will be monitored closely by departments to ensure that the harassment does not continue.

Further information can be obtained from the Delaware County Personnel Office.