

Tell your supervisor or next level of management of the offensive behavior.

If the alleged harasser is your supervisor, or in your supervisory chain of reporting, report the behavior to his/her supervisor.

Contact the Office of Equal Opportunity (OEO), 115 South Andrews Avenue, Suite A680, 954-357-6500. OEO is responsible for investigating all complaints of sexual harassment. Individuals are encouraged to file internal complaints with OEO within 180 days of the alleged discriminatory act. However, employees should report all incidents of alleged sexual harassment regardless of the date of the incident.

Supervisors' and Directors' responsibilities:

Take every complaint of sexual harassment seriously.

Listen attentively to the complaint, ask questions and respect the employee's statements and feelings.

Document everything that is said.

Explain Broward County's sexual harassment policy and procedure to the employee.

Notify the Division or Office Director of the Broward County agency in which the complainant works within 24 hours of receiving the complaint.

The Broward County Agency Director will immediately notify the Department Director, who will in turn advise OEO of the complaint.



Office of Equal Opportunity

115 South Andrews Avenue, Suite A680
Fort Lauderdale, FL 33301

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An equal opportunity employer and provider of services.

If you require auxiliary aids for communication, please call in advance of your visit.

If you would like to request an alternative format, please contact OEO.

This public document was promulgated at a cost of \$573.36, or \$.057 per copy, to inform County employees about Broward County Government's Expanded Policy on Sexual Harassment.

Revised March 2005

Broward County Government

Expanded Policy on Sexual Harassment

Office of Equal Opportunity



BROWARD COUNTY GOVERNMENT

Broward County believes in the dignity of the individual and recognizes the right of equal employment opportunity. It is the policy of Broward County Government that all employees should be able to enjoy a work environment free from all forms of prohibited discrimination, including sexual harassment and retaliation. It is also the County's expectation that County employees will treat one another with respect.

Broward County Government desires a work environment free of sexual harassment. Sexual harassment and retaliation are specifically prohibited as unlawful and constitute a violation of County policy. Broward County Government is committed to efforts for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work related sexual harassment.

SEXUAL HARASSMENT DEFINED

Sexual harassment refers to unwanted and unwelcomed, physical and verbal sexual advances and/or requests for sexual favors, which is objectionable to the recipient. Sexual harassment may include, but is not limited to, epithets, derogatory or suggestive comments, slurs, gestures, offensive posters, cartoons, pictures or drawings. It refers to behavior that is unwelcome, that is offensive, and which debilitates morale, thereby interfering with work effectiveness. Actions that are not "sexual" but nonetheless create a hostile environment because of gender are strictly prohibited. This includes, but is not limited to, using derogatory language directed toward a person's gender, or engaging in conduct such as talking about sexual behavior that would make someone feel uncomfortable. Sexual harassment does not refer to occasional compliments of a socially accepted nature.

Unwelcome sexual advances, either verbal or physical, requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- ◆ submission to such conduct is either explicitly or implicitly used as a term or condition of employment (e.g. promotion, training, overtime assignments etc.)
- ◆ submission to or rejection of the conduct is used as a basis for making employment decisions (e.g. hiring, promotion, termination)
- ◆ the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

The following actions are prohibited:

1. Sexual harassment by or between any County employee regardless of the gender or the job classification of the initiator of the harassment or the gender or job classification of the person being harassed.
2. Sexual harassment by any vendor, client, volunteer or individual external to Broward County during the transaction of business with Broward County.

3. Retaliation by any manager and/or supervisor against an individual who, in good faith, has made any allegation of sexual harassment, or who has testified, assisted, or participated in any way in any investigation, proceeding, or hearing conducted under this policy or any federal or state law.
4. Knowingly making false accusations or allegations of sexual harassment, or making false statements in any inquiry or investigation of alleged sexual harassment.

Examples of prohibited conduct:

1. Displaying or telling of sexually oriented jokes, statements, photographs, drawings, computer images, videos, slides, graphics, calendars, cartoons, e-mails or other communication.
2. Unwelcome leering, whistling, brushing against the body, suggestive or insulting comments.
3. Written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess.
4. Discussion of one's sexual activities.
5. Inquiries into one's sexual experiences.
6. Making sexually explicit suggestive gestures or sounds.
7. Making actual or implied promises of an employment opportunity or benefit in exchange for sexual favors.
8. Making actual or implied threats to impede or interfere with employment opportunities or benefits for failing to agree to or engage in sexual activity.
9. Inappropriate and unwelcomed touching of a sexual nature, including, but not limited to, patting, fondling, attempted or actual kissing.
10. Requesting or coercing sexual intercourse or sexual favors.
11. Continuing to ask someone for a date after being told "No."
12. Continuing in any of the conduct described above after being told or otherwise made aware that the conduct is unwelcomed.
13. Continuing in any of the conduct described above after being disciplined for engaging in such behavior.

What you should do if you are sexually harassed:

If possible, tell the person whose actions you find offensive that you want the behavior to stop and/or that the behavior is unwelcomed.