

### **03.07 - NO HARASSMENT POLICY**

The Department does not tolerate harassment of our job applicants, employees, or clients. Any form of harassment related to race, color, religion, creed, sex, gender-identity, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status or any other classification prohibited under federal or state law, is a violation of this policy and will be treated as a disciplinary matter. Sexual harassment is unlawful.

Under Illinois law, sexual harassment is defined as 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 the basis for employment decisions affecting such individual, 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 term harassment also includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, creed, sex, gender-identity, sexual orientation, pregnancy, childbirth, medical or common conditions relating to pregnancy and childbirth, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status or any other classification prohibited under federal or state law.

Violation of this policy by any employee shall subject that employee to disciplinary action up to and including immediate discharge.

If you feel that you are being harassed, you should make your feelings known to your immediate supervisor. The matter will be investigated, and where appropriate, disciplinary action taken. If you do not feel that the matter can be discussed with your supervisor, or if you are not satisfied with the way your report has been handled, arrange for a conference with the Administrator to discuss your complaint. **Never** assume that the Department is aware of the harassment. It is your responsibility to report incidents you know about.

This policy refers not only to supervisor/subordinate actions, but also applies to actions between coworkers. Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his/her supervisor. The Department will take appropriate action with respect to violation of this policy by a non-employee. If the non-employee is acting on behalf of another employee, that action may include the dismissal of the instigating employee and contacting the appropriate authorities. If the non-employee is acting on their own behalf, it will consist of any number of appropriate actions, which may include, but not be limited to, contacting the authorities. For a complete description of the Department's procedure concerning Discrimination, Harassment and Sexual Misconduct, see the Administrative Manual.

Employees also may report violations of this policy to the Illinois Department of Human Rights or the Illinois Human Rights Commission. The Department's Springfield, Illinois telephone number is (217) 785-5100, and the Commission's number is (217) 785-4350. Once a complaint is filed with the Department, an investigator will be assigned and will conduct a thorough investigation of the allegations before making a determination. Remedies available through the Human Rights Department and Human Rights Commission in case of a valid complaint may include, but are not limited to: (a) cease and desist orders, (b) actual damages, (c) hiring, reinstatement, promotion, back pay and employee benefits, (d) attorney's fees and costs, (e) compliance reports, (f) posting of compliance notices, and (g) loss of public contracts. No employee will be subjected to retaliation for making a good faith claim of harassment or discrimination. No employee will be subjected to retaliation for making a good faith claim of harassment or discrimination.