

What can you do if you are a victim of sexual harassment?

Don't ignore it. Take action.

Know your rights

- Be familiar with your organizations' policies and resources that protect you

Ask for help

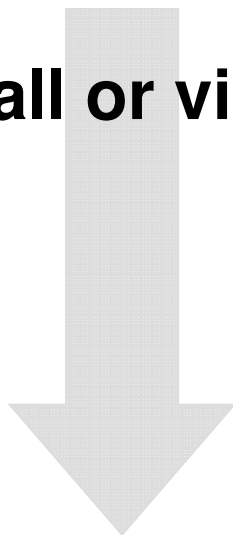
- Keep a written and dated record of any incidents)
- Let the harasser know the behavior is not welcome and you want it stopped immediately. You can talk to the harasser or write a letter. Deliver the letter by certified mail or in person; keep a copy
- Discuss the situation with a supervisor, your company's EEO office, or contact the Lawrence Human Relations Department at 832-3310

Seek information and support

- **Our highly trained Human Relations Specialists are here to help.**

If you would like information regarding your rights and responsibilities, or if you are a victim of sexual harassment...

Call or visit:



**City of Lawrence, Kansas
Legal Department,
Human Relations Commission,
and
Human Relations Division**

1006 New Hampshire
Municipal Court Building
Office of the City Prosecutor
Lawrence, Kansas 66044

Phone: 785-832-3310
Fax: 785-832-3315
humanrelations@ci.lawrence.ks.us

Sexual Harassment

Prevention Information for the Workplace



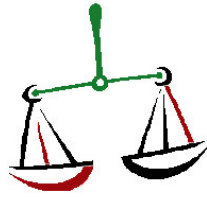
**City of Lawrence, Kansas
Legal Department
Human Relations Division
and
Human Relations Commission**

1006 New Hampshire
Lawrence, KS 66044
785-832-3310
785-832-3315 FAX
Office Hours:
8:00 a.m. to 5:00 p.m.
Monday—Friday



City of Lawrence

Sexual Harassment In the Workplace Is Against the Law!!



Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

Unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- ▶ The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- ▶ The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- ▶ The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- ▶ Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- ▶ The harasser's conduct must be unwelcome.

DID YOU KNOW?

Retaliation, for filing a complaint or participating during an investigation, is prohibited by law.

Types of Sexual Harassment

Quid Pro Quo

"something for something"— Accepting or declining sexual advances may result in:

- ▶ Hiring or termination, promotions or demotions
- ▶ Positive or negative performance evaluations

Hostile Work Environment exists where

- ▶ unwelcome sexual advances or
- ▶ requests for sexual favors or
- ▶ other conduct of a sexual nature unreasonably interferes with your job performance or creates an intimidating, hostile, or offensive working environment.

Physical / Verbal

Contact that's unwanted, unwelcome, offensive, or in the worst case, such as assault or rape is sexual harassment. This may include:

- ▶ Fondling, grabbing, patting, pinching, stroking
- ▶ Actual or attempted kissing
- ▶ "Accidental" touching, collisions

Repeated words or comments that offend **reasonable** listeners can be harassment. Some examples are:

- ▶ Sexual remarks about a person's clothing, body, personal life; Sexual teasing
- ▶ Repeated invitations after being told they are unwelcome
- ▶ Sexual jokes, descriptions, references

Nonverbal

Gestures and actions such as:

- ▶ Leering, ogling, whistling, licking lips, lewd hand gestures, etc.
- ▶ Posting or circulating sexual materials or pictures

Prevention

Do your part in preventing harassment:

- ▶ Learn to recognize sexual harassment
- ▶ Respond immediately to inappropriate behavior
- ▶ Know your company policy on reporting harassment
- ▶ Always think about how others may feel before you speak or act
- ▶ Always display a professional attitude
- ▶ Treat your co-workers with respect and dignity

The Human Relations Division accepts both informal and formal complaints. For informal complaints, the staff works with both parties in resolving the matter. For formal complaints, staff thoroughly investigates the matter in a fair and unbiased manner.

Additional information on Sexual Harassment may be obtained by visiting or contacting the Human Relations Division.



City of Lawrence