

ANTI-HARASSMENT POLICY STATEMENT

The Commonwealth prohibits harassment on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information. Employees shall avoid offensive and inappropriate behavior at work and are responsible for ensuring that the workplace is free from harassment at all times.

Examples of prohibited conduct include, but are not limited to, threatening, offensive, or unwelcome conduct or abusive verbal language directed toward an individual or group on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information; lewd or obscene comments about an individual's body, attire, or gender, including abusive comments or jokes; bringing or displaying a lewd or obscene object, book, magazine, photograph, cartoon, calendar, picture, or similar item into the workplace; or use of electronic resources to transmit, solicit, display, or download lewd or obscene messages or materials

Complaints of harassment will be promptly and carefully investigated. All employees are assured that they will be free from any and all reprisal or retaliation from filing such complaints. Further, all employees are assured that they will be free from any and all reprisals and retaliation for participating in an investigation of harassment.

Any employee who has a complaint of harassment at work, including by supervisors, coworkers, visitors, clients, or customers, has a duty to immediately bring the problem to the attention of management. The employee has the option of notifying their first line supervisor of the harassment, unless the supervisor is the source of the harassment. In that case, they should report the harassment to the second line supervisor. Employees may also notify their agency EEO Coordinator or they may contact the State EEO Coordinator at (502) 564-8000 for assistance. Employees may also contact their human resource office.

Any supervisor receiving a complaint of harassment shall report the complaint to the agency human resources office, agency EEO coordinator, or the state EEO coordinator. Failure to do so may be grounds for disciplinary action.