

SEXUAL HARASSMENT POLICY

Central Service Agency

Policy #:	CSA-02
Legal Reference:	OAC 123:1-49-01;U.S.C. 2000e; Title VII; ORC Chapter 4112;Executive Order 2011-05K
Date:	December 1, 2014
Origin:	New
Supersedes:	N/A
History:	N/A
Review Date:	06/01/2018

I. AUTHORITY

For those state agencies who are too small to have a full time equal employment opportunity officer, Rule 123:1-49-03(B) of the Ohio Administrative Code allows such agencies to name one equal employment opportunity officer to represent a group of participating agencies. To that end, the Central Service Agency (CSA) has designated the HR Manager to act as the equal employment opportunity officer for all CSA-participating boards and commissions that accept the plan.

II. PURPOSE

It is the purpose of this policy to establish uniform guidelines in order to ensure a workplace free of sexual harassment.

III. APPLICABILITY

This policy applies to all agency employees, vendors, applicants and consumers.

IV. DEFINITIONS

Sexual Harassment - Any unwelcome or unwanted sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature.

Quid Pro Quo Sexual Harassment- Submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment, and submission to or rejection of such conduct by an individual is used as the basis for a significant change in employment status.

Hostile Work Environment Sexual Harassment – Severe and pervasive conduct that has the purpose or effect to interfere with an individual’s work performance, or creates an intimidating or hostile environment. Examples of behaviors that violate this policy include, but are not limited to: suggestive comments, sexual jokes, gestures, slurs or innuendoes, display of sexually suggestive objects or pictures, unwanted touching, rubbing, patting, or pinching, blatant or subtle forms of pressure for sexual activity, explicit descriptions of the harasser’s own sexual experiences, staring or leering upon a particular area of the body and unsolicited or unwelcome flirtations and advances of propositions.

V. PROCEDURES

A. Employees shall assist in the agencies effort to achieve equal employment opportunity and to maintain a harassment and discrimination free environment.

1. Any employee who receives a complaint of harassment or discrimination must immediately report the complaint to the Agency EEO Manager.
2. Any willful or deliberate violation of this policy shall not be tolerated and may result in disciplinary action.

B. Employee Discrimination Complaint Procedure 1. Any employee who has experienced harassment or discrimination should promptly call 614-728-8233 and ask to speak to CSA Human Resources.

1. CSA Human Resource shall attempt to informally resolve the problem or assist the employee in filing a formal complaint. A formal complaint may be filed through:

- a. State of Ohio, Department of Administrative Services', Equal Opportunity Division (DAS/EOD) to file a complaint within 30 days of the alleged discriminatory incident at 614-466-8380 or at the following link:
<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOppor-tunity/EEOComplaintProcess.aspx#EEOComplaintProceduresstart>
- b. Ohio Civil Rights Commission (OCRC) to file a charge within six (6) months of the alleged discriminatory incident (<http://crc.ohio.gov>).
- c. U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).

2. The individual has 30 calendar days after the alleged discriminatory act in which to file a formal complaint with the Central Service Agency.

- a. Every attempt is made by Central Service Agency, or DAS/EOD to ensure the total processing time, including an investigation and a hearing, if requested, takes no longer than 120 calendar days. (See Ohio Administrative Code Sections 123:1-49-01 et. seq. for additional information).

C. Applicant or Consumer Discrimination Complaint Procedure

1. Any applicant or consumer of the agency who believes that an alleged discriminatory act has been committed against them by the agency may:
 - a. Call 614-728-8233 and ask to speak to the Central Service Agency EEO Officer.
 - b. Contact the Office for Civil Rights, United States Department of Education at <http://www.ed.gov> or call 1-800-872-5327.
 - c. Contact the U.S. Equal Employment Opportunity Commission (EEOC) to file a charge within 300 days of the alleged discriminatory incident (<http://www.eeoc.gov>).
 - d. Any individual who reports or files complaints of discrimination or harassment or act as a witness in such a case are protected from retaliation including, but not limited to: intimidation, coercion, threats, taking reprisal, discriminating against or otherwise retaliating against.

D. Violation

Any employee who is determined to have violated this policy, including but not limited to: engaging in discrimination, harassment, or retaliation is subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

N/A

RESOURCES

N/A

REVIEW

It is the responsibility of the Central Service Agency designee, to annually review this policy, on or before, the date listed in the header and if applicable, makes any necessary revisions. The Central Service Agency designee shall document the annual review as required in agency policy.

Any employee or applicant for employment with any of the Central Service Agency Boards and Commissions who believes she or he has been a victim of discrimination, discriminatory harassment, retaliation or who has questions concerning this policy should contact:

Janine Burnside
Human Resource Manager
Central Service Agency
77 S. High St, 16th Floor
Columbus OH 43215
614-728-8233
Janine.Burnside@das.ohio.gov