# DISCRIMINATION, SEXUAL and OTHER HARASSMENT
# CONFIDENTIAL DOCUMENT

**Sexual Harassment** is defined as "unwanted contact which is persistent or serious and demeans, humiliates or creates a hostile or intimidating environment; or is calculated to induce submission by actual or threatened adverse consequences and which is related to sex, gender or sexual orientation."

**Discrimination** is defined as "any act or omission, including a policy, law, rule, practice, condition or situation which directly or indirectly imposes burdens, obligations or disadvantages; or withholds benefits, opportunities or advantages from any persons on one or more of the prohibited grounds *(race, sex, national origin, physical disability, religion, political conviction, age, sexual orientation)*."

Some people fail to report sexual harassment or discrimination complaints because they fear retaliation. You should know that retaliation is strictly prohibited by both State and Federal law. Some people fail to report sexual harassment because they fear confrontation with the person who is offending them. Often, people simply hope the other person will "get the hint." This is seldom a successful way to resolve a sexual harassment problem. In addition, the resolution process need not be confrontational. Please report your concerns early. Do not wait! Failure to report a complaint may also affect your legal rights. Any problems or concerns MUST be brought to the attention of your supervisor so (s)he may address and resolve the issue. If you have any issues, no matter how minor you may believe they are, either involving discrimination or sexual harassment, please indicate them in the space provided. Please remember, any and all information you share with your supervisor will remain absolutely confidential. Please review the company policy on sexual harassment, discrimination and reporting options both within the company as well as outside, and then circle the appropriate responses and return to the Human Resource office in a sealed envelope.

**I am** **I am not** The victim of sexual or other harassment and/or discrimination.
**I do** **I do not** Wish to speak with a supervisor or other authority outside of the Department on this issue or any other related issue.
**I did** **I did not** Receive a copy of written policy on Sexual & Other Harassment

Signature: _____ Position: _____

Date: _____