

## **Oklahoma Department of Corrections DIRECTOR'S STATEMENT AGAINST SEXUAL HARASSMENT**

It is the policy of the Oklahoma Department of Corrections not to discriminate in any of its employment practices. Employment decisions will not be based on an employees or applicants political or religious opinion or affiliation, race, creed, color, gender, marital status, age, national origin, veterans' status, or disability, so long as the disability does not render the employee unable to do the work for which they are employed. Any form of unlawful discrimination to which agency policy applies is a very serious matter and will not be tolerated.

Sexual harassment is prohibited in accordance with the Civil Rights Act of 1964, the regulatory guidelines of the Equal Employment Opportunity Commission, applicable federal and state laws, the state Personnel Administration Rules, Civil Service and Human Capital Modernization Rules, and agency policy. In some circumstances, it may also violate other laws (for example, criminal assault). It is also a violation of OP-030601 entitled "Oklahoma Prison Rape Elimination Act" for any supervisor or employee of the Oklahoma Department of Corrections, male or female, to engage in the acts or behavior defined by law as sexual harassment.

Sexual harassment is a form of unlawful discrimination based on an unwelcome request for sexual favors or the gender of another person as the basis for employment decisions. It is often behavior that is personally offensive, degrading, designed to lower morale and to intimidate.

Any employee who believes that he or she has been the victim of unlawful sexual harassment may complain of sex discrimination in accordance with the agency's grievance procedure.

Complaints of sexual harassment of any type should be reported immediately to any one of these individuals:

1. Your supervisor;
2. The next level of management above the immediate supervisor, when the issue involves the immediate supervisor;
3. The administrator of Employee Rights and Relations or the civil rights investigator; and
4. The agency grievance manager as prescribed by policy.

All complaints received by any supervisor must be reported to the Employee Rights and Relations unit.

Sexual harassment by any employee of another will not be condoned or tolerated in the Oklahoma Department of Corrections. Any supervisory employee, employee with authority for personnel matters, or other agent or officer of the Oklahoma Department of Corrections who knows of or should have known that any employee of the agency is being subjected to sexual harassment must take immediate corrective action to report the facts to the administrator of Employee Rights and Relations, a civil rights investigator, or to me.

Appropriate disciplinary actions will be taken against any employee who causes, engages in, encourages, condones, or otherwise permits unlawful sexual harassment and against any supervisor or other responsible employee who fails to take corrective action as provided above. Such conduct may be grounds for termination of employment with this agency.

It is the responsibility of all employees in this agency, supervisory and non-supervisory, to adhere to agency policy and to use all reasonable efforts to further its goals and spirit.

Steven Harpe, Director  
Oklahoma Department of Corrections