

As a VICTIM, Don't Ignore the Behavior!

- Confront the offender promptly and directly and indicate specifically what bothers you about the behavior.
- Make your objections clear. Say No!
- Document the offensive behavior (in extreme cases, an employee need not inform the offending person).
- If the behavior persists, advise your supervisor, the organization's Equal Opportunity (EO) designee or the Office of Equal Opportunity.

As a SUPERVISOR, Don't Ignore any Complaints!

As a supervisor/manager, you will be held accountable for your working environment and are expected to support your department's policies in this area in both words and deed:

- Disseminate all policies as instructed.
- Discourage employee conversations involving intimate matters.
- Investigate allegations promptly and confidentially and take immediate appropriate action.
- Obtain guidance from your EEO designee or the Office of Equal Opportunity.
- Discipline illegal and inappropriate behavior.
- Provide training.



We ALL

have the ability to recognize and stop sexual harassment in the workplace.

Learn what it means, examples of inappropriate behaviors and how to report complaints. Whether you are the victim, a supervisor or co-worker, you can help maintain a work environment free from sexual and other forms of harassment

Have *QUESTIONS?* Need *HELP?*

Contact us:

Maryland Department of Public Safety and
Correctional Services
OFFICE OF EQUAL OPPORTUNITY
6776 Reisterstown Road, Suite 306
Baltimore, MD 21215
410.585.3005, Fax 410.318.8905
Toll Free 877.379.8636 V/TTY 800.735.2258
www.dpscs.maryland.gov



You also have the right to file a complaint with:

Maryland Commission on Civil Rights
6 St. Paul Street
Baltimore, Maryland 21202
410-767-8600 TTY 410-333-1737
www.mccr.maryland.gov

Equal Employment Opportunity Commission
10 South Howard Street, 3rd Floor
Baltimore, Maryland 21201
410.962.3932 TTY 410.962.6065
www.eeoc.gov

SEXUAL HARASSMENT
Prohibited
inappropriate
unwanted
leering
hostile
touching
INTIMIDATING
OFFENSIVE

It's Illegal in the workplace,
and WILL get you



You know sexual harassment is wrong.
You've seen the training videos at work.
It's time to take your actions seriously, or your new "date" could be with the unemployment office.



Sexual Harassment Awareness and Prevention

at the
Maryland Department of Public Safety
and Correctional Services

SEXUAL HARASSMENT is:

Unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Types of Sexual Harassment

Quid Pro Quo

Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, non-verbal or physical conduct of a sexual nature constitute "quid pro quo" sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision that affects an individual.

Hostile Work Environment

Sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute "hostile environment" sexual harassment when the conduct:

- Was unwelcome;
- Was based on the victim's gender;
- Was sufficiently severe or pervasive to alter the conditions of the victim's employment and create a work environment that is reasonably perceived as hostile or abusive and that the victim perceives as hostile or abusive; and
- Is imputable to the employer.

Recognizing Sexual Harassment in the Workplace

Types of activities and/or behavior that could constitute sexual harassment:

- Unwanted, unwelcome, unsolicited propositions.
- Requests for sexual favors.
- Lewd or suggestive remarks.
- Discussions of sexual activities or comments on physical attributes.
- Unwanted or offensive touching or brushing up against another's body.
- Displaying sexually explicit written materials, pictures or cartoons.
- Granting job favors or benefits to those who participate in sexual activity.
- Denying job opportunities or benefits to those who refuse to participate in sexual activities.
- Denying qualified employees benefits or opportunities granted to another employee who participated in the sexual activity.



Also Remember:

- Sexual harassment is determined without regard for the intent of the alleged harasser, but rather on the impact of the act.
- The victim, as well as the accused, may be a female or a male. The victim does not have to be of the opposite sex
- The accused may be an employee's direct supervisor, a supervisor in another division, 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.
- Sex-based offensive behavior in the work place is prohibited by law. Even if the behavior may be tolerated by some individuals outside of the workplace, it will not be tolerated within the workplace.