

Any person who believes that he or she, individually, as a member of any specific class, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights Authorities has the right to file a complaint directly with:

- * **ODOT's Civil Rights Division (CRD); or**
- * **ODOT's Internal Agency Grievance Resolution Procedure process outlined in Administrative Order No. B-301-1-(1).**

Filing a Formal Discrimination complaint with the Civil Rights Division

A signed, written complaint should be filed within 180 calendar days of the date of the alleged discrimination or where there has been a continuing course of conduct, the date on which that conduct was discovered. The CRD may reasonably extend the time period up to 365 calendar days. Under the Appointing Authority's direction the agency will address incidents outside of the required time frames.

The Title VII complaint form and complaint process is available on the ODOT's website or by contacting the ODOT Title VII Coordinator.

**Complaints should be directed to:
Oklahoma Department of Transportation
Civil Rights Division
Attention: Katrina Fire, Title VII Coordinator
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105-3204**

Filing a Formal Discrimination Grievance

An employee who wishes to file a formal discrimination grievance must follow the procedures outlined in Administrative Order No. B-301-1-(1) for the filing of a formal grievance with the Grievance Manager.

A signed, written complaint should be filed within 20 calendar days after the employee became aware of or where there has been a continuing course of conduct, the date on which that conduct was discovered.

The Internal Agency Grievance Resolution Form (Form MPC 900) is available to employees in their Division Office and from the Grievance Manager.

**Complaints should be directed to:
Oklahoma Department of Transportation
Human Resources Division
Attention: Grievance Manager
200 N.E. 21st Street, Room 1-B5
Oklahoma City, OK 73105-3204
405-521-3958**

The Oklahoma Department of Transportation takes all necessary steps to prevent sexual harassment from occurring which include, but are not limited to:

1. Providing training and disseminating written policy to all employees;
2. Affirmatively raising the subject and expressing strong disapproval;
3. Developing appropriate sanctions and taking corrective action; and
4. Holding all officers and employees of ODOT accountable for reporting all concerns or complaints of sexual harassment.

Retaliation is prohibited. Any individual who reports, complains, or provides information about sexual harassment will be considered as having participated in a protected activity and will not be retaliated against.

Oklahoma Department of Transportation

**Civil Rights Division
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105
<http://ok.gov/odot/>**

**Phone: 405-521-3379
Toll Free: 1-800-788-4539
Fax: 405-522-2136**

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

Oklahoma Department of Transportation



Sexual Harassment

YOUR RIGHTS

WHAT IS SEXUAL HARASSMENT?

Sexual harassment of an individual, as prohibited by state and federal laws, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- * The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- * The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, 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.
- * Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- * The harasser's conduct must be unwelcome.

Examples

- ◆ Unwelcome verbal conduct such as sexual flirtations or propositions;
- ◆ Gestures;
- ◆ Graphic comments about an individual's body;
- ◆ Overly personal conversations or pressure for sexual activity;
- ◆ Displaying sexually suggestive objects;
- ◆ Sexual jokes or stories;
- ◆ Unwelcome sexual slurs, epithets, threats, innuendoes, or derogatory comments;
- ◆ Sexually degrading descriptions;
- ◆ Sexual cartoons, whistling, catcalls, crude pranks, or giving gifts or letters of sexual nature;
- ◆ The spreading of sexual rumors;
- ◆ Unwelcome visual conduct such as a drawing, pictures, graffiti;
- ◆ Sexually explicit e-mails;
- ◆ Cornering, blocking or leaning over or impeding normal movements; and
- ◆ Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body.

Categories of Sexual Harassment

Quid pro quo—A Latin term meaning “this for that” referring to sexual harassment involving threats or rewards. Typically, threats for refusing someone's sexual advances include: 1) loss of his/her job; 2) blocking promotions; 3) transfer; 4) demotion; 5) poor job performance evaluation.

Rewards for accommodating sexual advances include: 1) promotions; 2) raises; 3) job training opportunities; 4) continued employment.

Hostile or Offensive Working Environment

The most common kind of sexual harassment occurs when a co-worker, supervisor or anyone else with whom the employee has direct personal contact creates an abusive work environment or interferes with the employee's work performance due to the victim's gender. A hostile work environment is created by offensive acts or offensive conduct. Harassing behaviors can be physical, verbal or non-verbal.

If you are a victim of unwelcomed sexual behavior:

- **Express your feelings.** Individuals are often insensitive to their offensive actions or words.
- **Make note of the incident including the date, time, place and names of others who may have witnessed the occurrence.**
- **Follow agency policies in reporting harassment which you have encountered or observed.**