

NOTICE

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by **THE VERMONT FAIR EMPLOYMENT PRACTICES ACT** (Title 21, Chapter 5, Subchapter 6 of the Vermont Statutes) **AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964** (42 United State Code Section 2000e *et seq.*)

“SEXUAL HARASSMENT” IS A FORM OF SEX DISCRIMINATION AND MEANS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:

- (A) SUBMISSION TO THAT CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF EMPLOYMENT; OR
- (B) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS A COMPONENT OF THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING THAT INDIVIDUAL; OR
- (C) THE CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH THE INDIVIDUAL’S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

IT IS UNLAWFUL TO RETALIATE AGAINST AN EMPLOYEE FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR FOR COOPERATING IN AN INVESTIGATION OF SEXUAL HARASSMENT.

Examples of SEXUAL HARASSMENT include:

UNWELCOME SEXUAL ADVANCES • SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES • REQUESTS FOR SEXUAL FAVORS
PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS • UNWELCOME SEXUAL JOKES AND BANTER
RETALIATING FOR COMPLAINING AGAINST SEXUAL HARASSMENT

Consequences for COMMITTING SEXUAL HARASSMENT may include:

DISCIPLINARY ACTION, FROM A VERBAL WARNING TO DISMISSAL
DAMAGES AND OTHER RELIEF FOR THE VICTIM
CIVIL PENALTIES OF UP TO \$10,000 PER VIOLATION
CRIMINAL PENALTIES

IT IS AGAINST THE POLICY OF THIS EMPLOYER FOR AN EMPLOYEE, MALE OR FEMALE, TO SEXUALLY HARASS ANOTHER EMPLOYEE. EVERY SUPERVISOR is responsible for promptly responding to or reporting any complaint or suspected acts of sexual harassment.

ANY EMPLOYEE who believes that she or he has been sexually harassed or retaliated against for complaining of it is encouraged, to report the situation as soon as possible to

- (a) his or her supervisor, and/or
- (b) _____ (the head of this organization), and/or
- (c) this person, who is designated to receive such complaints and reports:

Name and Title: _____
Address and Telephone Number _____

**THIS EMPLOYER WILL PROMPTLY INVESTIGATE AND RESPOND TO ALL REPORTS
AND KNOWLEDGE OF SEXUAL HARASSMENT**

You also may contact the STATE OF VERMONT ATTORNEY GENERAL’S OFFICE, 109 State Street, Montpelier, VT 05602 (888-745-9195 or 802-828-3665 voice/TDD); and/or, if you work for an employer with at least 15 employees, the **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**, John F. Kennedy Federal Govt. Ctr., Room 475, Boston, MA 02203 (617-565-3200 or 1-800-669-4000); or, if you work for a Vermont State agency, the Human Rights Commission, 133 State Street, Montpelier, VT 05633-6301 (800-416-2010 or 802-828-2480 voice/TDD).

Equal Opportunity is the Law

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).