

Sexual Harassment Hurts Everyone

Sexual harassment or retaliation should be reported in writing or verbally. Please provide any relevant details, names of people involved and names of witnesses. You may report such activities even though you were not the subject of the harassment.

You do not need to complain directly to your immediate supervisor. You can bring your complaint to the designated company representative or an appropriate member of management.

Employees should never pressure other employees not to complain of harassment.

If you are a supervisor, you must report all complaints of harassment or retaliation.

If you have any questions, contact your personnel administrator.

An investigation will be conducted.

The investigation will be:

- Conducted by qualified personnel;
- Documented and tracked for reasonable progress; and
- Closed in a timely manner.

The company will reach reasonable conclusions based on the evidence collected.

Appropriate action will be taken.

Where evidence of sexual harassment or retaliation is found, prompt action will be taken to stop the harassment and ensure that it does not continue. Disciplinary action, up to and including termination, may result.

There will be no retaliation against you for filing a complaint.

Additional Complaint Information

Employees or job applicants who believe they have been sexually harassed or retaliated against may also file a complaint of discrimination with the Department of Fair Employment and Housing (DFEH) within **three years*** of the last act of harassment or retaliation.

The DFEH is the state agency that resolves complaints of unlawful discrimination, including sexual harassment. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve the disputes. If they find a complaint is justified, the DFEH is authorized to file harassment cases directly in civil court. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the DFEH and a right to sue notice has been obtained.

Civil remedies include: damages for emotional distress from each employer or person in violation of the law; punitive damages; hiring, reinstatement, or promotion; back pay; and changes in the policies or practices of the employer.

• The Equal Employment Opportunity Commission (EEOC) is the federal agency that resolves sexual harassment claims and has similar powers to investigate and resolve claims.

There are strict time limits for filing charges of employment discrimination and harassment. You should contact DFEH or EEOC promptly when harassment is suspected.

Contact DFEH at (800) 884-1684 or (800) 700-2320 (toll-free TTY number for individuals with hearing impairments). Email at contact.center@dfeh.ca.gov, or visit the DFEH Web site at www.dfeh.ca.gov.

If you have a disability that requires a reasonable accommodation, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711).

To schedule an appointment with DFEH, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at contact.center@dfeh.ca.gov.

Contact EEOC at (800) 669-4000 or (800) 669-6820 (toll-free for individuals with hearing impairments). Additional information about EEOC is available at www.eeoc.gov.

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HR Expert & Business Advocate™