

## **- Sexual Harassment -**

Sexual harassment is defined by the Equal Employment Opportunity Commission and the Texas Workforce Commission guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- submission to this conduct is an explicit or implicit term or condition of an individual's employment;
- submission to or rejection of this conduct is a basis for employment decisions affecting an individual; or
- the conduct has the purpose or the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment is a violation of state and federal law. The Senate will not tolerate sexual harassment or any actions that may be perceived as harassment by any employee of the Senate or general public. Sexually oriented jokes, remarks, gestures, physical contact, pictures, or literature may be offensive to employees and thus are prohibited in the workplace. Restrictions on behavior that would violate the prohibition on sexual harassment may apply outside the workplace as well.

The Senate will conduct an immediate investigation of all complaints or concerns of sexual harassment. Employees who feel that they have been a victim of sexual harassment should immediately notify their supervisor, Human Resources, or the Secretary of the Senate. All sexual harassment complaints will be handled as confidentially as possible. The complaint may be reported verbally or in writing. However, employees, both the complainant and the alleged offender, may be asked to provide a written statement during the course of the investigation.

An employee found guilty of sexual harassment will be subject to prompt remedial action.

Any employee who has knowledge of or observes sexual harassment activities by anyone should report these activities to Human Resources and the Secretary of the Senate.

**NO EMPLOYEE OF THE SENATE SHOULD ENGAGE IN SEXUAL HARASSMENT.** For more information about sexual harassment contact Human Resources at (512) 463-0400, or, if hearing impaired, dial 711 for Relay Calls.