



OKLAHOMA DEPARTMENT OF TRANSPORTATION

200 N. E. 21st Street

Oklahoma City, OK 73105-3204

To: All ODOT Staff

From: Gary Ridley, Director

Date: January 3, 2012

Re: Prohibition and Prevention of Harassment

Sexual harassment is a form of sex discrimination which violates Title VII Section 703 of the Civil Rights Act of 1964. Additionally, sexual harassment violates Merit Rule 530:10-3-3 and ODOT Policy Directive B-306-3.

The Oklahoma Department of Transportation (ODOT) is committed to maintaining a work environment that is free of discrimination. **This Agency will have no tolerance of harassment by anyone, including any supervisor, co-worker, customer of ODOT or contractor.**

In addition, the agency will not allow employees, customers, contractors or other persons who interact with ODOT to discriminate on the grounds of **race, color, national origin, sex, age or disability.**

ODOT policy and practice forbids discrimination and harassment during or associated with the business of ODOT which is based on race, religion, national origin, sex, age or disability.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, which is based upon a person's protected status, such as race, color, sex (with or without sexual conduct), religion, national origin, age and/or disability.

ODOT will not tolerate any harassing conduct that affects tangible job benefits, unreasonably interferes with an individual's work performance or that creates an intimidating, hostile or offensive working environment.

Sexual harassment elicits special attention. Repeated unwelcome sexual advances, request for sexual favors and physical, verbal or visual conduct based on sex, constitutes sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision;

"The mission of the Oklahoma Department of Transportation is to provide a safe, economical, and effective transportation network for the people, commerce and communities of Oklahoma."

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3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendos, suggestive comments, sexual oriented "kidding around", horseplay, practical jokes about gender specific traits, display of sexually based gestures or language, displays of foul or obscene printed or visual material and physical contact, such as patting, pinching or brushing against one's body.

All ODOT employees are responsible for helping to insure that harassment of any kind is avoided.

If you feel that you may have experienced or witnessed harassment, immediately inform the appropriate division engineer, division manager or appropriate manager or supervisor. You may also notify Gregory Pringle, Civil Rights Division Manager, at 405-521-4139.

If the supervisor is alleged to be involved in the harassment, the employee who believes he or she is being subjected to harassment may bypass a supervisor in the complaint reporting process.

Any supervisory employee, employee with authority for personnel matters or any other agent or officer of ODOT who knows or who should have known that any employee of the Agency is being subjected to sexual harassment must take immediate corrective action. **Any supervisor or responsible employee who fails to take corrective action is subject to disciplinary action up to and including termination of employment.**

ODOT forbids retaliation against anyone who has reported harassment. ODOT will take the appropriate disciplinary action against any employee, supervisor and/or manager for attempts at coercion and intimidation of or reprisal and retaliation against anyone who participates in an ODOT Civil Rights investigation or anyone who obstructs a Civil Rights investigation by giving false or misleading statements.

The policy of the Oklahoma Department of Transportation is to investigate all such complaints thoroughly and promptly. To the fullest extent possible, ODOT will keep complaints and the terms of their resolution confidential.

Appropriate disciplinary action up to and including termination will be taken if harassment is confirmed by an investigation.

An employee desiring to carry a complaint beyond the scope of administrative remedies available at the Oklahoma Department of Transportation may contact the agencies listed below. These agencies are authorized to investigate complaints, conduct hearings and set penalties for violations in order to assure there is no discrimination on

the basis of race, religion, gender, national origin, age, political affiliation, veteran's status or disability.

Additionally, it is unlawful to retaliate against any individual for opposing employment practices which discriminate based on sex or for filing a discrimination charge, testifying or participating in an investigation, proceeding or litigation under Title VII.

Oklahoma Merit Protection Commission

3545 NW 58th, Suite 360
Oklahoma City, OK 73112

Phone: 405-525-9144

Fax: 405-528-6245

E-mail: mpcinfo@mpc.ok.gov

Oklahoma Human Rights Commission

Jim Thorpe Building, Room 480

2101 N. Lincoln Boulevard

Oklahoma City, OK 73105

Phone: 405-521-2360 or 405-521-3441 or 888-456-2558

Fax: 405-522-3635

Tulsa: 918-581-2733

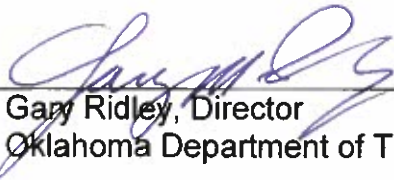
Tulsa: 888-456-2006

U.S. Equal Employment Opportunity Commission

215 Dean A. McGee Ave., Suite 524

Oklahoma City, OK 73102

405-231-4911 or 800-669-4000



Gary Ridley, Director
Oklahoma Department of Transportation



Date