

SEXUAL HARASSMENT PROHIBITED

Arkansas Department of Human Services will not tolerate sexual harassment of its employees, while working, by any employee or non-employee.

If you are subjected to offensive sexual remarks or innuendoes or sexual jokes or sexual playing while working, notify your supervisor immediately. If your supervisor is the person harassing you, then notify *_____. A rapid and thorough investigation of the complaint will be directed by **_____

_____. If sexual harassment is found to have occurred, disciplinary and/or corrective action will be taken immediately. Disciplinary actions to be considered include written warning, suspension without pay, removal from supervisory duties, or discharge. Corrective actions to be considered, when appropriate, include counseling the harasser, complaining to the employer of a non-employee harasser, or refusing to do business with a company whose employee is the harasser.

We ask each of our employees to help make sure that sexual harassment does not occur, and if it does occur to help us put a stop to it. Every employee deserves to be able to work without having to put up with sexual harassment.

Director

* Insert name of local Grievance Officer and one other person (one male and one female)

** Insert name of Facility Administrator or Director

**REFERENCE: DHS Policy No. 1038, Sexual Harassment Policy
Arkansas Code Ann. Section 5-14-101**