



Important facts about sexual harassment:

- ⇒ If you experience an offensive incident, you may confront the individual if you feel comfortable doing so. If you do not, you may go to your supervisor, or directly to the Civil Rights Division.
- ⇒ When determining if behavior is offensive it is considered from the perspective of the person on the receiving end of the behavior or a third party observer.
- ⇒ All supervisors and managers are required to report immediately to the Civil Rights Division, Title VII Coordinator, when sexual harassment is discovered.



Katrina Fire, Title VII and VI Coordinator

Oklahoma Department of Transportation

Civil Rights Division

200 NE 21st Street, Room 1-C1

Oklahoma City, OK 73105

<http://ok.gov/odot/>

Phone 405-521-3379

Toll Free 1-800-788-4539

Fax 405-522-2136

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.



**OKLAHOMA
Transportation**



Sexual Harassment: What is it? What do I do?

ODOT Policy Directive B-306-3

Sexual Harassment

Title VII of the Civil Rights Act of 1964 and related laws prohibits employers from discriminating against employees or applicants on the basis of *race, color, sex, religion, national origin, age, disability, retaliation, or genetic information.*

Sexual Harassment is included in the category of Sex Discrimination and is discrimination of a sexual nature. Sexual Harassment can be physical, verbal, or visual. Sexual Harassment can occur between a supervisor and employee, co-workers, supervisor to an employee in a different area, a non-ODOT employee can sexually harass an ODOT employee, or an ODOT employee can sexually harass a non-ODOT employee. ODOT is responsible for ensuring that ODOT employees are not subjected to sexual harassment, regardless of the source of the harassment.

Sexual Harassment can occur even if both parties are the same gender.

Complaint Handling



The discrimination complaint process and forms can be found on ODOT's website at https://ok.gov/odot/Doing_Business/Civil_Rights/Title_VII_Information.html. This page outlines the details of the complaint process as well as including the required complaint form.

There is only one exception to the requirement to submit a complaint form: sexual harassment. In the case of sexual harassment an investigation can be launched when the Civil Rights Division becomes aware of the complaint.

Complaints must be filed within one hundred and eighty (180) days following the date of the incident, or where there is a continuing course of conduct the date on which the conduct was discovered, or the last date on which an incident occurred.



Sexual Harassment can occur in three ways:

- ⇒ Verbal
 - * Graphic sexual conversation
 - * Offensive song lyrics
- ⇒ Visual
 - * Offensive pictures
 - * Offensive calendars
 - * Sexual gestures
- ⇒ Physical
 - * Unwanted touching
 - * Grabbing
 - * Blocking someone's path
 - * Invasion of an individual's personal space

