

Additional Resources

Our Commitment

Reference Guide to Policy Prohibiting Sexual Harassment

Other State and Federal Resources

What you need to know

Nothing contained in the policy is intended to replace or deny any rights available under applicable local, state, and federal laws or regulations.

The State of Iowa executive branch is committed to providing a workplace free from sexual harassment.

The Iowa Civil Rights Commission and the Equal Opportunity Commission administer laws and regulations regarding employment discrimination and harassment, which include deadlines for filing discrimination complaints. For more information, these agencies may be contacted at:

Allegations of sexual harassment will be taken seriously and prompt investigation will occur.

Any form of retaliation against someone for resisting sexually harassing behavior, reporting a complaint under this policy, assisting the complainant, or cooperating in an investigation of a complaint is strictly prohibited, and may be unlawful.



Iowa Department of Administrative Services

Iowa Civil Rights Commission
Grimes State Office Building, 400 E. 14th Street
Des Moines, IA 50319
515-281-4121; 800-457-4416 (toll free) <http://icrc.iowa.gov>

Equal Employment Opportunity Commission
Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 500
Milwaukee, WI 53203-2292
Phone: 1-800-669-4000 (toll free)



Human Resources Enterprise
1305 E Walnut Street
Des Moines, IA 50319-0105

Phone: 515-281-5889
TTY: 800-735-2943
FAX: 515-281-7970

Please note: This reference guide is not an all-inclusive document. Please refer to the State of Iowa Policy on Prohibiting Sexual Harassment for Executive Branch Employees for full policy details.

www.das.iowa.gov/human-resources

What is Sexual Harassment

Executive Branch Agency and Employee Duties and Responsibilities

Filing a Complaint

Iowa Code section 19B.12 defines sexual harassment as "persistent, repetitive, or highly egregious conduct directed at a specific individual or group of individuals that a reasonable person would interpret as intentional harassment of a sexual nature, taking into consideration the full context in which the conduct occurs, which conduct threatens to impair the ability of a person to perform the duties of employment, or otherwise function normally within an institution responsible for the person's care, rehabilitation, education, or training.

There are two forms of sexual harassment:

- 1) An employee is subjected to unwelcomed speech or conduct of a sexual or non-sexual nature that is directed at the employee because of his or her sex, and the conduct creates a "hostile work environment."
- 2) An employment benefit or continued employment is conditioned on the employee's participation in some form of sexual behavior. This is also known as "quid pro quo harassment."

Agency Responsibilities

Ensure managerial staff know, understand, and enforce the State of Iowa Policy Prohibiting Sexual Harassment for Executive Branch Employees.

Agency managerial staff shall **immediately** notify the Department of Administrative Services after receiving a complaint or alleged violation of the policy.

Provide the policy to new employees at the time of hiring or orientation as required by Iowa Code section 19B.12(5).

Employee Responsibilities

All executive branch employees are responsible for knowing and understanding the State of Iowa Policy Prohibiting Sexual Harassment for Executive Branch Employees, and for maintaining a work atmosphere free of all forms of sexual harassment.

If an employee experiences or witnesses any incident of inappropriate or unprofessional behavior in the workplace he or she believes may violate this policy, the employee should immediately report the incident and, if circumstances permit, express his or her concerns directly to the offending person.

Any employee who believes he or she has been subjected to sexual harassment should immediately report the matter to his or her direct supervisor, the next higher supervisor, the agency director, or other designated agency personnel.

Alternatively, any complaint, including those regarding senior agency officials and directors, may be submitted directly to the director of the Department of Administrative Services or the Governor's Office without reporting the matter internally to the employee's agency.

Employees are encouraged to fill out the employee complaint form found on the DAS-HRE website. An investigation of a sexual harassment complaint will be undertaken, however, regardless of the manner in which the complaint is conveyed.

Complaints and records relating to complaints are confidential and not subject to disclosure under Iowa's open records laws.