



July 1, 2015

EASTERN CAROLINA LOCAL AREA ISSUANCE NUMBER 2015-10

SUBJECT: Sexual Harassment

PURPOSE: To transmit the updated policy concerning Sexual Harassment. This Issuance rescinds and replaces Eastern Carolina Local Area Issuance No. 2005-08.

BACKGROUND: Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following: 1) the victim as well as the harasser may be a woman or a man – the victim does not have to be of the opposite sex; 2) the harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee; 3) the victim does not have to be the person harassed but could be anyone affected by the offensive conduct; 4) unlawful sexual harassment may occur without economic injury to or discharge of the victim; 5) the harasser's conduct must be unwelcome.

ACTION: The Attachment provides the updated Local Area Policy concerning Sexual Harassment. The Local Area and Service Providers will take steps necessary to ensure that sexual harassment does not occur in programs, projects, and activities, funded through federal Workforce Innovation and Opportunity Act (WIOA) Title-I funds.

EFFECTIVE DATE: July 1, 2015

EXPIRATION DATE: Indefinite

CONTACT: Robert F. Kehres, Assistant Director/Equal Opportunity Officer

DISTRIBUTION: WIOA Service Providers

A handwritten signature in black ink that reads 'Tammy Childers'. The signature is written in a cursive style with a horizontal line underneath the name.

Tammy L. Childers
Executive Director

Attachment

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An Equal Opportunity/Affirmative Action Employer*

Eastern Carolina Local Area Sexual Harassment Policy

This Policy is intended to assure that the Eastern Carolina Workforce Development Board is taking all necessary steps to prevent sexual harassment and other forms of harassing conduct in the workplace, and to correct harassing conduct that does occur before it becomes severe or pervasive.

The Local Area will not tolerate sexual harassment of or by any of our employees, service providers, nor of or by any individuals seeking, or receiving services, through programs, projects, and activities funded through federal Workforce Innovation and Opportunity Act (WIOA) Title-I funds.

Violation of this policy by an employee will subject an employee to disciplinary action, up to and including immediate discharge.

Service Providers must clearly communicate to employees that sexual harassment will not be tolerated. They can do so by taking immediate and appropriate action when an employee, or recipient of or applicant for WIOA Title I-funded services complains and by following the Eastern Carolina Local Area WIOA Equal Opportunity Policy and Complaint Procedures.