

If you believe that you have been discriminated against under Palm Beach County's Equal Employment Ordinance or Title VII of the Civil Rights Act of 1964, as amended, you should call, write, or visit the Office of Equal Opportunity at the address shown on this brochure.

Under Palm Beach County's Equal Employment Ordinance, complaints must be sworn, in writing, and received by the Office of Equal Opportunity within 180 days of the date of the most recent alleged discrimination.

[Note: There are longer filing periods for complaints filed with either the U. S. Equal Employment Opportunity Commission (300 days) or with the Florida Commission on Human Relations (365 days).]

For information, assistance,
or to file a complaint, contact:

**Palm Beach County
Office of Equal Opportunity
Governmental Center**

301 North Olive Avenue
10th Floor

West Palm Beach, FL 33401

Phone: (561) 355-4883

Fax: (561) 355-4932

www.pbcgov.com/equalopportunity



Palm Beach County
Board of County Commissioners

In accordance with the provisions of the ADA,
this brochure can be made available in an
alternate format. Please call (561) 355-4883.

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Sexual Harassment

**Palm Beach County
Office of
Equal Opportunity**

www.pbcgov.com/equalopportunity

Pamela Guerrier
Director

Sexual Harassment Is Unlawful

Sexual harassment in the workplace is a violation of Palm Beach County's Equal Employment Ordinance (Ordinance No. 95-31), The Florida Civil Rights Act of 1992, and Title VII of the Civil Rights Act of 1964, as amended.

What is Sexual Harassment?

Sexual harassment can take various forms and may involve various participants. Generally, sexual harassment is the imposition of an unwanted condition on a person's employment because of that person's sex. You may have been sexually harassed if you have been subjected to one or more of the following types of behavior:

- Unwelcome sexual advances and you are forced to choose between suffering an employment detriment and submitting to sexual demands.
- Hostile conduct has been directed towards you because of your sex.

- The workplace is a sexually intimidating, hostile, or offensive environment. Even if you are not the target of sexually offensive conduct, did the conduct unreasonably interfere with your work performance?
- Unwelcome sexual advances are made by a non-employee in the course of conduct of ordinary business.

Who are the Players?

- Supervisors
- Co-Workers
- Non-employees (vendors, customers, service persons, etc.)
- Males or Females ("members of the same sex, or the opposite "sex")

What should Employers do?

1. Develop a policy against sexual harassment. Distribute and post the policy so that all employees are aware of its existence.
2. Develop a grievance procedure where employees can file confidential complaints without first having to consult with an immediate supervisor or co-worker who may be the subject of the complaint.
3. Immediately investigate all allegations of sexual harassment. Take immediate corrective action where sexual harassment is determined to have occurred.

What should Employees do?

1. Clearly communicate that you find the conduct offensive and unwelcome.
2. Record the date, time, place and other relevant information regarding each incident of sexual harassment.
3. Retain copies of all pertinent documentation that may be used as evidence of sexual harassment.
4. Note the names and telephone numbers of any persons who may have personal knowledge of the incident and may be a potential witness.

Relief and Penalties for Harassment

Victims of sexual harassment may be entitled to lost wages, back pay, reinstatement, compensatory damages, punitive damages, and other forms of compensation and relief.

Persons found to have participated in sexually harassing conduct may be discharged, demoted or otherwise disciplined by the employer. In some instances, individuals may be held personally responsible and required to pay financial compensation to the victim of the sexual harassment.
