

Section Number: 10-7

Effective Date: January 1, 2012

**Subject: Sexual Harassment**

**Purpose:** To provide guidance to supervisors in preventing and dealing with sexual harassment and provide a workplace in which employees are safe and comfortable.

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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.

### **Administrative Order Number 81**

Prevention is the best tool to eliminate sexual harassment in the workplace. DPA employees are encouraged to take steps necessary to prevent sexual harassment from occurring. For more information about the State's policy and guidelines on implementing the policy on sexual harassment, read the policy on discriminatory harassment which may be found on the following link:

<http://www.gov.state.ak.us/admin-orders/081.html>.

### **A Respectful Workplace Training**

The Department of Administration, Personnel Training and Development provides this course on valuing diversity. It provides staff with knowledge of their rights and responsibilities under key state and federal Equal Employment Opportunity laws. Staff also learn in this class how to recognize inappropriate behavior including sexual harassment and how to deal with disrespectful behavior. To find additional information about this course, go to the link below:

<https://aws.state.ak.us/TrainAlaska/TrainingSchedule.aspx>