

WHEN TO FILE

From the date of the alleged act of discrimination, a charge must be filed with the Colorado Civil Rights Commission/Division within the following time limits:

Employment	6 months
Housing	1 year
Public Accommodations	60 days

TRAINING OPPORTUNITY

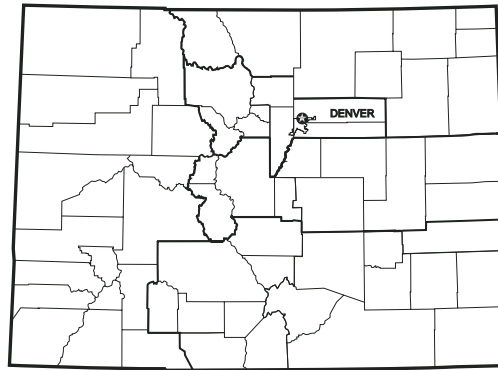
As part of our education and prevention efforts, the Colorado Civil Rights Division provides free training for managers, supervisors, employees and organization members on the following topics:

- ◆ FAIR EMPLOYMENT PRACTICES
- ◆ SEXUAL HARASSMENT
- ◆ FAIR HOUSING PRACTICES
- ◆ CULTURAL DIVERSITY
- ◆ DISABILITY SENSITIVITY.

A typical training session includes the following:

- ◆ Pre-training planning conference
- ◆ Three-hour or six-hour training session
- ◆ Post-training conference
- ◆ Technical assistance and follow-up.

For more information contact:
COLORADO CIVIL RIGHTS DIVISION
at any of the offices listed
on the back of this brochure.



CCRD OFFICE 1-800-CO-CIVIL

1-800-262-4845
Toll-free, Bilingual (Spanish/English)
<http://www.dora.state.co.us/civil-rights>

COLORADO CIVIL RIGHTS DIVISION CENTRAL OFFICE

1560 Broadway, Room #1050
Denver, Colorado 80202-5143
(303) 894-2997
TTY for the hearing impaired: (303) 894-7832
FAX: (303) 894-7830
E-mail: ccrd@dora.state.co.us

Sexual Harassment



What You Should Know
**COLORADO CIVIL RIGHTS
COMMISSION/DIVISION**
1-800-CO-CIVIL

1-800-262-4845
Toll-free, Bilingual (Spanish/English)

Much attention has been focused on the issue of sexual harassment in the workplace, but what constitutes sexual harassment is still largely a subjective issue.

Is it an invitation to dinner? Is it a suggestive look? Or is it a pat on the rear? The more obvious forms of sexual harassment, such as demands for sexual favors, are not hard to define. Yet there are acts which some consider offensive that others tolerate in the workplace.

If men or women find a particular action offensive, what can they do about it? Whom can they turn to for resolution? What laws protect their rights?

WHAT IS SEXUAL HARASSMENT?

As defined by the Equal Employment Opportunity Commission guidelines, sexual harassment is “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- ◆ Submission to such conduct is either explicitly or implicitly a term or condition of employment.
- ◆ Submission or rejection is used as the basis of employment decisions affecting such individuals.
- ◆ Such conduct has the effect of unreasonably interfering with a person’s work performance or creating an intimidating, hostile or offensive work environment.”

In short, sexual harassment can be any of those things a person finds sexually offensive on the job. Simple flirtation to one may be harassment to another. Sexual harassment may be directed from supervisors, co-workers or non-employees.

WHAT IS THE LAW?

Under Title VII of the Civil Rights Act of 1964, sexual harassment is considered to be sex discrimination when the victim’s response to sexual advances made by a supervisor or co-employee precludes the victim from being promoted, getting a pay raise, or receiving training. EEOC guidelines quoted above and the courts have broadened the definition to include the victim’s being subjected to a hostile work environment involving sexual harassment in the workplace, even without adverse effect on promotion, pay raise or training.



Title 24, Article 34, Part 4 of the Colorado Revised Statutes (as amended) protects against discrimination and harassment in the workplace based on sex, *whether or not the victim’s response results in loss of compensation* (effective July 1, 1999). However, to have standing for filing a charge with the Colorado Civil Rights Division, *the victim must have filed a complaint at his or her workplace with the appropriate authority, who then must have failed to promptly investigate and take remedial action if appropriate* (effective July 1, 1999). Colorado law also prohibits sex discrimination, including sexual harassment, as a term or condition of housing or access to a place of public accommodation.

WHAT CAN EMPLOYERS DO TO PREVENT SEXUAL HARASSMENT?

Educate managers, supervisors and employees as to the inappropriateness of this kind of behavior. Employers must demonstrate a genuine concern by affirmatively stating their disapproval and must follow through with the consequences for such behavior as outlined in the company’s policy.

Additionally, employers should develop and consistently apply a sexual harassment policy that:

- ◆ Defines sexual harassment,
- ◆ Identifies behaviors that may be considered sexual harassment,
- ◆ Specifies a procedure for reporting and confidentially handling such complaints,
- ◆ Specifies the disciplinary actions that will be taken.

IF YOU FEEL THAT YOU’RE A VICTIM OF SEXUAL HARASSMENT, YOU SHOULD:

- ◆ Not ignore the behavior. Seldom will this make it stop.
- ◆ Tell the harasser the conduct is unwelcome and be specific about what bothers you. You need not justify why you find this behavior offensive.
- ◆ Enlist the aid of co-workers when you feel uncomfortable approaching the harasser alone.
- ◆ Have one or more present during the confrontation.
- ◆ Take the complaint to your supervisor if it does not stop. If your supervisor is the harasser, go to his/her supervisor or the person designated to handle such complaints for the company.
- ◆ Document all pertinent actions and exchanges.
- ◆ Remember, you were hired to do a job. You were not hired to tolerate offensive conduct.
- ◆ If none of the above steps result in the cessation of sexual harassment, you may file a charge of discrimination with the Colorado Civil Rights Division or the Equal Employment Opportunity Commission.

For additional information or help, call:

**COLORADO CIVIL RIGHTS DIVISION
(303) 894-2997
OR
1-800-CO-CIVIL
toll free, bilingual (Spanish/English)**

**EQUAL EMPLOYMENT
OPPORTUNITY COMMISSION
(303) 866-1300**