



Matthew G. Bevin
Governor

COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Greg Thomas
Secretary

SEXUAL HARASSMENT POLICY AND PROCEDURE

OFFICIAL ORDER 110252

Sexual harassment of any kind will not be tolerated in the Kentucky Transportation Cabinet ("Cabinet"). Sexual harassment is defined as a continuing pattern of unwelcome sexual advances, request for sexual favors or physical contact of a sexual nature under any of these conditions.

1. When submission to the conduct involves a condition of the individual's employment.
2. Submission or refusal of such conduct is used as a basis for employment decisions.
3. The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile or offensive.


It is the responsibility of each employee to understand and abide by this policy. Any person who is found by the Cabinet to have sexually harassed another employee is subject to appropriate disciplinary action, including termination. The Cabinet provides sexual harassment awareness training and requires all employees to attend these sessions.

Any employee with a concern, grievance or complaint of harassment should utilize the procedures outlined in the Cabinet's Internal Discrimination Complaint Procedures. Any employee who believes that he/she is a victim of sexual harassment should report the matter to their immediate supervisor and or District Administrative Manager, Office of Human Resources Management, Employee Relations Branch and/or the Office for Civil Rights and Small Business Development. A report need not be in writing, but must contain sufficient detail to permit an investigation of incidents. All information reported will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter. The alleged harasser will be informed of the complaint and given an opportunity to respond to the allegations.

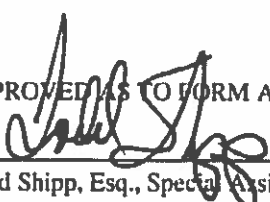
This policy shall be prominently posted in all personnel offices, EEO offices and on the Cabinet's internal website.

Retaliatory action of any kind is prohibited and will be regarded as a separate and distinct cause for complaint.

Signed and approved this 27th day of June, 2016



Greg Thomas, Secretary
Kentucky Transportation Cabinet

APPROVED AS TO FORM AND LEGALITY


Todd Shipp, Esq., Special Assistant
Office of Legal Services

