



Court Services and Offender Supervision Agency
for the District of Columbia

POLICY MEMORANDUM

Policy Memorandum 2002-2

Policy Area: EEO

JAN 07 2003

Effective Date:

Approved: *Paul A. Quander, Jr.*

Paul A. Quander, Jr., Director

Susan Shaffer
Susan Shaffer, PSA Director

SEXUAL HARASSMENT POLICY

I. COVERAGE

This Policy Memorandum is addressed to all Court Services and Offender Supervision Agency ("CSOSA") and Pretrial Services Agency ("PSA") staff.

II. POLICY

The purpose of this policy memorandum is to affirm the responsibility of CSOSA and PSA to maintain a workplace free from sexual harassment. This responsibility includes a requirement to take positive action where necessary to eliminate such practices or remedy their effects. An employee found to have engaged in sexual harassment against any other employee may expect swift and appropriate disciplinary action.

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, as amended. For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when:

- 1) submitting to such conduct is made a term or condition of an individual's employment;
- 2) submitting to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- 3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee, or by a supervisory employee toward a nonsupervisory employee. A male, as well as a female, may be the subject of sexual harassment; and, a female, as well as a male, may be the harasser. The harasser does not have to be the individual's supervisor. The harasser may be an agent of the employer, a supervisory employee who does not supervise the individual, a nonsupervisory employee (co-worker) or, in some circumstances, even a non-employee.

Employees who engage in sexual harassment are subject to disciplinary action, up to, and including, removal. Therefore, just as with other discriminatory conduct, staff are to report any instance of improper sexual conduct to a supervisor, or to Barbara J. Matthews-Beck, the Director of CSOSA/PSA's Office of Equal Employment Opportunity, Diversity and Special Programs, at (202) 220-5467.

III. AUTHORITIES AND REFERENCES

Policy Directive, Office of Equal Employment Opportunity, Diversity and Special Programs

Federal Code of Regulations, Title 29, Part 1614