



STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
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IN REPLY REFER TO:
OCR 1.7252

SEXUAL HARASSMENT POLICY

I want to impress upon each employee that the Department of Transportation has a strong policy against sexual harassment. All employees are entitled to a work environment free from sexual harassment and intimidation.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature where:

submission to such conduct is made either explicitly or implicitly a term or condition of employment;

submission to or rejection of such conduct is used as a basis for employment decisions;

such conduct reasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with our work effectiveness. Sexual harassment by any employee will not be tolerated. Appropriate disciplinary action, up to including termination, will be taken against any employee found to have violated this policy.

An employee who encounters any sexually offensive behavior or working condition, which may be considered sexual harassment, is urged to report the situation. A prompt and thorough investigation will be conducted and appropriate corrective action taken. There will be no retaliatory action taken against any employee who files a complaint or against any employee who participates in any way in an investigation.

All employees are expected to comply with this policy and take appropriate measures to ensure that improper conduct defined in this policy does not occur.

A handwritten signature in black ink, appearing to read "Glenn M. Okimoto".

GLENN M. OKIMOTO, Ph.D.
Director of Transportation

OCT 04 2011

Date