



Ozark Region

Harassment, Discrimination, and Retaliation Policy

The Ozark Region Missouri Job Center (MJC) is committed to a work environment in which all individuals are treated with respect and dignity. MJC staff are expected to conduct themselves in a professional manner and to show respect for their co-workers and others. MJC expects that all relationships among staff will be business-like, free of bias, prejudice, and harassment.

MJC has developed this policy to ensure that all staff can work in an environment free from unlawful harassment, discrimination, and retaliation. MJC will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. This policy applies to all work-related settings and activities, whether inside or outside the work place, and includes business trips and business-related social events. Any staff member who has questions about these policies should talk with their immediate supervisors of record, the Director of Workforce Development, or Assistant Director of Workforce Development at the Job Center. This policy does not supersede any partner agency's policy on harassment, discrimination, and retaliation.

Staff of the MJC are expected to treat one another, as well as customers, fairly and equitably regardless of age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity).

Sexual Harassment

Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Missouri Job Center, 2900 East Sunshine
Springfield, MO 65804

Phone: 417-887-4343

Fax: 417-887-1892

The Ozark Region Missouri Job Center is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities. Mo TTY users may call 800-735-2966 or contact Missouri Relay at 7-1-1.



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Harassment

Definition: verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, ancestry, color, disability, genetic information, military/veteran status, national origin, pregnancy, race, religion, or sex (including sexual orientation and gender identity), or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the premises or circulated in the Job Center, on Job Center time or using Job Center equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Reporting

MJC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often, this action alone will resolve the problem.

MJC encourages reporting of all perceived incidents, whether experienced or witnessed, of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Staff should follow the procedures of reporting such activities according to their employer of record's established procedures. If unsure, the staff member should report it to their supervisor of record, Director, or Human Resources.

Each agency housed in the MJC shall be expected to thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. In the event that an incident involves personnel from more than one agency, it shall be the responsibility of the reported to agency's human resources department to contact the other agency's human resource department.

Retaliation

It is against MJC's policy to retaliate against any staff member for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

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