



What responsibilities do supervisors have regarding sexual harassment complaints?

- Know your agency's sexual harassment policy.
- Educate your employees about sexual harassment and the policies involving sexual harassment. Possible ways include:
 - Make sure all employees receive a copy of the policy. Have the employees sign that they received the policy and understand it.
 - Post a copy of the policy in the lunch room, break room, or some other common area where employees can see it.
 - Have a meeting with employees to discuss the sexual harassment policy.
 - Offer additional training to your employees about sexual harassment. Contact your HR department or the CPTP division of State Civil Service for more information.
- Be aware of what's going on in the workplace.
- Take **all** complaints seriously.

Punishing an employee for complaining about sexual harassment is considered to be retaliation. Retaliation is illegal and will not be tolerated.