



It is the responsibility of any employee who believes they have been subjected to harassment and/or discrimination to bring their complaint to their immediate supervisor and Human Resources (HR). If the employee feels that it is his or her immediate supervisor who caused or knowingly condoned the harassment, then the employee should go to that supervisor's supervisor and HR.

It is the responsibility of every employee to report harassment or discrimination of which they become aware. Anytime a harassment or discrimination complaint is made, the agency will take immediate action to investigate the complaint and will take appropriate disciplinary action. The employee making the complaint will receive notification of the completion of the investigation regarding the complaint. HR will be available to facilitate a meeting should all employees involved in the complaint agree to discuss any concern(s) raised.

Complaints are to be treated in a confidential, professional, and timely manner. Reporting harassment or discrimination shall not reflect upon an employee's standing within the agency. The employee will not be subject to any form of retribution or retaliation, directly or indirectly. Any person, who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action.

*Reference: 3.7 Complaint/Grievance Procedure; Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (1964); Kansas Act Against Discrimination, K.S.A. 44-1001 et seq.; Kansas Civil Service Act, in part, K.S.A. 75-2949f; K.A.R. 1-12-1 et seq.*