Project Number _____

Battelle
Pacific Northwest Laboratories

Internal Distribution
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Date September 12, 1984

To BNW Staff Members

From C. L. Simpson C. L. Simpson

Subject BNW Policy on Sexual Harassment

Sexual harassment in the workplace is prohibited by Title VII of the Civil Rights Act of 1964 and by Washington State law. Battelle supports the objectives and intent of these laws.

Sexual harassment is defined as:

> "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature 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 the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

The purpose of this memo is to ensure that all staff members are fully aware of their rights and obligations under these laws. Each staff member is protected. By the same token, each staff member is responsible for complying with these laws. Failure to comply with this policy will result in appropriate disciplinary action which may include dismissal. In addition, employees may incur personal financial liability.

Managers are expected to take the necessary action to ensure compliance with these laws.

If you have questions or need assistance, contact P. J. Ptacek Manager, Equal Opportunity Office (375-3874).

CLS:bb