



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary /s/**, Wansley Walters

**Date:** 1/14/14

**Subject:** Sexual Harassment and Discrimination

**Section:** FDJJ – 1003.22

**Originating Office:** Administrative Services

**Authority:** Section 110.1221, Florida Statutes  
Rule 60L-33.007, Florida Administrative Code  
Rule 60L-36.004, Florida Administrative Code

**Related References:** Department Policy Statements on Non-Discrimination and Sexual Harassment.

**Purpose:** This policy establishes the procedures and guidelines the Department of Juvenile Justice shall use to respond to complaints of sexual harassment and discrimination.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice.

### **POLICY STATEMENT:**

- The Department of Juvenile Justice is committed to maintaining a work environment that is free of any form of discrimination and will vigorously subscribe to and implement anti-discrimination laws.
- All complaints of discrimination and sexual harassment shall be taken as formal complaints and processed in accordance with this policy.
- Management officials, having been advised of alleged discrimination or sexual harassment as defined in this policy and procedures shall, within one (1) working day, review the allegations with the Department's Equal Employment Opportunity (EEO) Officer for remedial actions. Failure to do so shall subject the management official to disciplinary action.
- Employees, applicants, and other persons may opt to file complaints with the Florida Commission on Human Relations (FCHR) or the Equal Employment Opportunity Commission (EEOC). Management Officials receiving FCHR or EEOC complaints shall immediately forward them to the EEO Officer for an official agency response.
- Internal complaints may be oral or written and shall be filed with any of the Department's managers, supervisors, or EEO Officer within 365 days of the most recent alleged act of discrimination or sexual harassment. Any complainant who files a false complaint shall be subjected to disciplinary action.

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- A complainant shall not be allowed to withdraw or be coerced into withdrawing a complaint. Any person who coerces a withdrawal shall be subjected to disciplinary action. The agency reserves the right to complete an investigation of a withdrawn complaint.
- It is an unlawful employment practice to discriminate against or take retaliatory action against any person, because that person opposed an employment practice; filed a complaint; has testified, or participated in any manner in an investigation, proceeding, or hearing relating to sexual harassment or discrimination.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page.