

EXECUTIVE ORDER NO. 94-1

WHEREAS, sexual harassment is a violation of Federal and State law, as well as City ordinance and Personnel Rules; and

WHEREAS, sexual harassment occurs when unwelcome sexual conduct or comments are severe or pervasive enough to create an intimidating, hostile or offensive work environment, or when a supervisor makes submission to sexual demands a condition of employment or of favorable treatment on the job; and

WHEREAS, the City of Chicago will not tolerate harassment by city officials or employees; and

WHEREAS, the City, as an employer, will take all affirmative steps necessary to eliminate sexual harassment; and

WHEREAS, appropriate disciplinary action, up to and including termination, will be taken against employees who are found to have engaged in such misconduct; now, therefore,

I, RICHARD M. DALEY, Mayor of the City of Chicago in the State of Illinois, do hereby ORDER:

1. All persons holding City positions with supervisory or managerial duties will be responsible, as an essential part of their job duties and a condition of employment, for the following:

A. Responding to Employee Complaints.

A supervisor or manager is obligated to notify the department head or division head at any time that an employee complains or a supervisor or manager otherwise learns of sexual harassment or of conduct which could constitute sexual harassment.

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B. Taking Responsibility for Ensuring a Harassment-Free Work Environment.

Supervisors and managers shall demonstrate by their own conduct that they are committed to providing a work environment free of sexual harassment, shall at all times refrain from harassment and retaliation, and should counsel and instruct subordinates in defining and preventing harassment.

C. Responding to Harassment Against Persons Who Are Not City Employees.

Supervisors and managers shall use all appropriate means to prevent sexual harassment of members of the public by City employees and shall promptly notify the department head or division head any time such conduct comes to their attention.

2. No person shall be retaliated against for having made a good faith complaint or report of sexual harassment, or participating or aiding in an investigation of sexual harassment.

3. The Commissioner of Personnel will take appropriate action to effectuate and ensure the prohibition of sexual harassment expressed in this Order, including development of a policy and procedure for resolution of sexual harassment complaints and amendment of Personnel Rules as may be necessary and proper, and will direct the training of City employees concerning conduct which constitutes sexual harassment and its elimination.

CHICAGO, ILL.
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ERNEST R. WISH

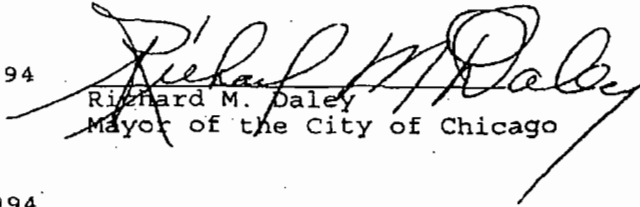
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4. This Order shall take effect upon its filing in the Office of the City Clerk.

Dated: _____, 1994


Richard M. Daley
Mayor of the City of Chicago

Received and filed _____, 1994


Ernest R. Wisk
City Clerk

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