

Resolution No. 1981-41

ESTABLISHING THE POLICY OF THE
GREATER CLEVELAND REGIONAL
TRANSIT AUTHORITY AGAINST SEXUAL
HARASSMENT

WHEREAS, the Board of Trustees is determined to afford the Authority's employees a work atmosphere that is free from unwanted sexual harassment; and

WHEREAS, Federal regulations (29 C.F.R. 1604) have outlawed sexual harassment in the work place; and

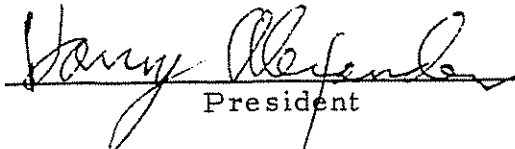
WHEREAS, the Board of Trustees wishes to establish a policy against sexual harassment and procedures for redress

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Board of Trustees hereby adopts and implements its policy against sexual harassment in the work place, a copy of which is attached hereto and incorporated by reference as if fully rewritten herein.


Section 2. That this Resolution take effect immediately upon its adoption by the Board of Trustees.

Adopted February 3, 1981



President

Attest



Secretary-Treasurer

RTA Bulletin

TO: All Division Managers & Department Heads
FROM: Leonard Ronis, General Manager
SUBJECT: Sexual Harassment at GCRTA - Defined

It is imperative that all GCRTA employees be afforded a work atmosphere that is free from unwanted sexual harassment. Sexual harassment will not be tolerated by the Greater Cleveland Regional Transit Authority.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment 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 individual;
- (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.

Sexual harassment may involve pressure from a person of either sex against a person of the opposite or same sex, and may occur in any relationship.

By virtue of the authority vested in me as General Manager of the Greater Cleveland Regional Transit Authority, it is ordered as follows:

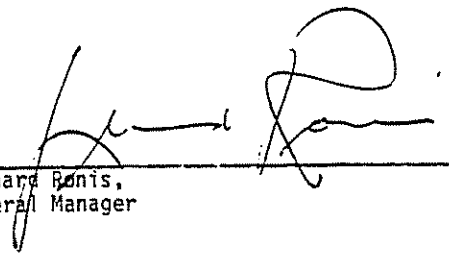
The head of each division, and each department head shall be responsible for:

1. Taking all steps necessary to prevent sexual harassment from occurring by:
 - A. Disseminating to each person in his or her employ, appropriate information concerning the nature of sexual harassment, methods by which it may be prevented or eliminated, and organizations through which victims may seek assistance; and,
 - B. Briefing supervisory personnel on the problems of sexual harassment and their role in taking corrective action.
2. Taking immediate and appropriate corrective action when there is an act of sexual harassment in the workplace by:
 - A. Investigating and fully documenting any alleged act of sexual harassment including the nature of the sexual advances and the context in which the incident occurred.
 - B. Documenting the corrective action taken based on the facts resulting from the investigation.
 - C. Providing above documentation to the Affirmative Action Office.

Any help needed to assist directors, managers, and department heads to properly comply with this directive, including pamphlets, OCRC, EEOC Guidelines and case histories, may be obtained from Henry L. Williams, Affirmative Action Administrator, or members of his staff.

Further information will be provided as programs and procedures are developed to deal with this serious issue.

This program must be implemented by each department head in his/her area. Copies of any bulletins, directives, instructions, etc. used in this effort should be forwarded to the Affirmative Action Office.



Leonard Bonis,
General Manager

Date: November 6, 1980

No: 80-157 G.I. 96