

From: [Michael Valente](#)
Subject: 2021 OEO Know Your Rights and Responsibilities in the Workplace
Date: Monday, September 20, 2021 9:40:02 AM
Importance: High

Dear

age, race, religion, national origin, disability, gender, sexual orientation, or gender identity

- Making fun of someone's accent, English language skills, or immigration/undocumented status
 - Using derogatory words or slurs regarding someone's age, race, religion, national origin, disability, gender, sexual orientation, or gender identity
 - Inappropriate or nonconsensual touching of a sexual nature
 - Any form of sexual harassment, including harassment based on one's gender, sexual orientation, or gender identity
 - Mocking someone's religious beliefs or disability status.
- All employees are required, by law, to complete **E-SPARC**, an online sexual harassment training module, each and every year. Please contact Human Resources if you have not successfully completed this mandatory course.
 - Employees who experience discrimination or sexual misconduct, including sexual harassment, gender-based harassment, or sexual violence, may bring their complaints directly to OEO. Our office investigates these complaints in a fair and impartial manner and, in cooperation with other offices, can provide you with supportive services and assistance, if warranted.
 - Certain employees, including managers and supervisors, are deemed "responsible employees" and are required to report sexual misconduct instances to OEO. Sexual harassment is a form of employee misconduct, and an employee who engages in such conduct, or a manager or supervisor who knowingly allows such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements. Managers and supervisors are also required to report discrimination matters to OEO.
 - Retaliation is strictly prohibited for reporting or opposing discrimination or sexual misconduct, cooperating or participating in an OEO

investigation of a discrimination or sexual misconduct complaint, or requesting an accommodation.

- Appropriate corrective and/or disciplinary action will be taken to address violations of CUNY's nondiscrimination and sexual misconduct policies.

If you have any questions or concerns, please do not hesitate to contact my office at AskOEO@kbcc.cuny.edu
