

# SEXUAL HARASSMENT (EMPLOYEES)

## Objective:

To determine whether the department/unit takes measures to create an environment in which the risk of sexual harassment is minimized.

## Potential Impact:

Medium to High; Results in violations of institutional policies and procedures as well as federal and/or state laws, negative publicity, litigation, fines and penalties for the institution.

## Helpful Tools:

- UH System Administrative Memorandum:
  - [01.D.07 – Discrimination and Harassment Policy](#)
  - [01.D.08 – Sexual Misconduct Policy](#)
- UH – Downtown Policy Statement:
  - [Personnel – 02.B.01 - Employee Relations, Grievances, and Appeals Policy](#)
  - [Personnel – 02.B.09 - Title IX and Other Discrimination Complaints](#)
  - [Personnel – 02.B.10 - The Americans with Disabilities Act](#)
- Others:
  - [Title VII of the Civil Rights Act of 1964, 43 U.S.C. Sec. 2000e](#)
  - [Title IX of the Education Amendments of 1972, 10 U.S.C. Sec. 1681. Sex](#)
  - [Texas Penal Code Sec. 39.02](#)

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## Frequently Observed Weaknesses/Deficiencies:

- Failure to periodically communicate to employees information on sexual harassment.

## Best Business Practices:

1. Management should periodically communicate information regarding sexual harassment to all employees.
2. Ensure employees are aware that sexual harassment will not be tolerated.
3. Encourage employees to report sexual harassment complaints. Each dean, director, department/unit chair, department manager, or other person with supervisory responsibility is required to report any complaint of sexual harassment to the CRO/OAA.
4. Ensure that employees are aware of the process for reporting sexual harassment complaints.
5. Require completion of sexual harassment training provided through UHS Mandatory Training.

## AREA

This questionnaire is designed so that “no” answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. **Comments should be provided for “No” answers.** When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Sexual Harassment (Employees)	Yes	No	N/A	Comments
Are employees familiar with institutional policies and procedures regarding sexual harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the unit periodically communicate information on sexual harassment to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are student employees included in the pool of employees when providing information on sexual harassment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management encourage employees to report sexual harassment complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management require employees in the unit to obtain and/or attend sexual harassment training through UHS Mandatory training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the UHS MySafeCampus Hotline Poster located/displayed in high traffic areas within the unit/department?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.