

# Where to file a Complaint of Sexual Harassment

If you believe you have been sexually harassed, you can file a complaint with the following agencies:

## **Miami-Dade Commission on Human Rights, Human Rights & Fair Employment Practices Division, Human Resources Department**

*Miami-Dade County Government Employees - 365 days to file from date of incident*

*Non-Miami-Dade County Government Employees - 180 days to file from the date of incident*

*Fair Housing - 365 days to file from date of incident*

111 NW 1st Street, 21st Floor, Miami, FL 33128

Main: (305) 375-2784 Fax: (305) 375-2114

Website: [www.miamidade.gov/humanrights](http://www.miamidade.gov/humanrights)

E-mail: [OFEP@miamidade.gov](mailto:OFEP@miamidade.gov)

## **Equal Employment Opportunity Commission**

*300 days to file from date of incident*

100 SE 2nd Street, Suite 1500, Miami, FL 33131

Main: (305) 808-1740 Toll-Free: (800) 669-4000

Fax: (305) 808-1855

Website: [www.eeoc.gov](http://www.eeoc.gov)

## **Florida Commission on Human Relations**

*365 days to file from date of incident*

4075 Esplanade Way, Room 110, Tallahassee, FL 32399

Phone: (850) 488-7082 Toll-Free: 1 (800) 342-8170

Fax: (850) 488-5291

Website: [fchr.state.fl.us](http://fchr.state.fl.us)



Carlos A. Gimenez, Mayor

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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.

It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act.

650-1516-24513 6/19

# What is Sexual Harassment?



**MIAMI-DADE  
COUNTY**

## Diversity Matters





## What is Sexual Harassment?

Sexual harassment consists of unsolicited and unwanted offensive sexual advances, sexual conduct or other verbal or physical conduct of a sexual nature that affects an individual's work environment. Sexual harassment is inappropriate and degrading and should not be tolerated by anyone. It is your right to work in an environment free from any form of harassment, including sexual harassment.

### There are three types of sexual harassment:

*Quid pro quo sexual harassment* occurs when an individual submits to sexual advances in exchange for some employment benefit, such as a promotion, or when an individual refuses to submit to sexual advances and is denied an employment benefit.

*Gender stereotype harassment* occurs when an employer, co-worker or supervisor harasses an individual because he or she does not conform to the typical male or female stereotype.

*Hostile work environment harassment* occurs when there is verbal or physical conduct of a sexual nature which unreasonably interferes with a person's job performance or creates a hostile, intimidating or offensive work environment. There must be a pattern of offensive conduct or many incidents of harassment. Typically, one time is not enough unless it is extremely serious.

### Conduct that could create a hostile work environment might include:

**Verbal:** sexual advances, requests for sexual favors, sexual jokes, spreading sexual rumors, remarks about a person's body or clothing, questions about your sex life.

**Nonverbal:** leering, whistling, suggestive or insulting sounds, gestures, posting sexually suggestive pictures on office walls or computers, sending inappropriate emails or text messages.

**Physical:** touching the body (e.g. grabbing, kissing, brushing, patting, pinching, or blocking someone's movement).

### Facts about sexual harassment:

- The victim, as well as the harasser, may be a woman or a man
- The victim does not have to be of the opposite sex
- The harasser can be the victim's supervisor, a co-worker, or client or customer
- The victim does not have to be the person harassed, but could be anyone affected by the offensive conduct
- Sexual harassment is not limited to County work hours or premises. It can occur at a conference, restaurant, office holiday party or other event



## Take the Pledge

I pledge to respect everyone, no matter what our differences may be.