


**KANSAS DEPARTMENT OF AGRICULTURE  
POLICY ON SEXUAL HARASSMENT**

Pursuant to Executive Order 18-04 Policy Regarding Sexual Harassment, Executive Order 03-13 Concerning Sexual Harassment, Executive Order 82-55 Concerning Sexual Harassment, and the Guidelines on Discrimination issued by the Equal Employment Opportunity Commission, the following shall be the policy of the Kansas Department of Agriculture:

1. Sexual harassment, discrimination, and retaliation are unlawful and contrary to the equal employment opportunity policy of the Kansas Department of Agriculture (“KDA”). Unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment, discrimination, or retaliation 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; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to his or her supervisor, director, or KDA’s Director of Human Resources (“Director”). Anonymous complaints may be submitted by completing the Anonymous Complaint Form located on the KDA website at <http://www.agriculture.ks.gov/e-handbook>.
3. The confidentiality of any employee making a complaint shall be maintained by any agency staff who receive such a complaint. The identity of any employee making a complaint shall not be revealed to other agency staff, unless permission is granted in writing by the complainant. There may be some situations where it is necessary for the complainant to grant permission to share their identity so that a full investigation of the complaint may be conducted.
4. An investigation of all complaints will be conducted immediately by the Director and any necessary staff under the Director’s supervision. Any employee who has been found to have sexually harassed another employee will be subject to appropriate disciplinary action, including termination.
5. Any employee who retaliates against any person who files a complaint, appears as a witness, or provides information in the investigation of a complaint shall be subject to appropriate disciplinary action, including termination.

6. All employees shall complete annual training regarding sexual harassment, discrimination, and retaliation. The requirements for completing the annual training shall be provided by the Department of Agriculture's Human Resources Program each year and the Director shall certify that all employees have completed the required training.
7. All new employees shall be provided a copy of this policy and shall sign a statement acknowledging that they are aware of this policy and will comply with the policy against sexual harassment, discrimination, or retaliation.
8. The terms of the policy shall apply to all employees, including full-time, part-time, student workers, and interns.

KDA expects that all employees will conduct themselves in a manner that is supportive of a working environment free of discrimination in any form. KDA encourages any employee to raise questions he or she may have regarding discrimination with the Director.

 June 21, 2019  
Michael M. Beam  
Secretary of Agriculture