

September 18, 2019

Re: Know Your OEO Rights and Responsibilities in the Workplace

Dear Colleagues,

As we begin a new academic season, the Office of Equal Opportunity & Diversity Management (OEO) reminds you of your **rights and responsibilities** regarding a nondiscriminatory, harassment-free work environment.

Please view [OEO's website](#) to access important information about CUNY's policies and procedures on equal opportunity, nondiscrimination, sexual misconduct, and reasonable accommodations. We recommend that you take a few minutes to review the [OEO Notice of Nondiscrimination](#), to better understand OEO's jurisdiction concerning civil rights categories and the campus's procedures to address complaints of discrimination and sexual misconduct. Also, we linked some additional information for you regarding sexual harassment: a [Stop Sexual Harassment Act Factsheet](#).

As Chief Diversity Officer and Title IX/ADA Coordinator, I would like to remind you of a few important points:

- All employees are expected to maintain a respectful and professional work environment free from discrimination or sexual misconduct.
- All employees are required, by law, to complete an online sexual harassment training module, **ESPARC**, by October 9, 2019, and every year thereafter. 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 with an 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 our office at AskOEO@kbcc.cuny.edu or 718-368-6896.

Regards,

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