



GEORGIA VOCATIONAL REHABILITATION AGENCY  
**EXECUTIVE DIRECTOR'S STATEMENT PROHIBITING UNLAWFUL HARASSMENT**  
**(INCLUDING SEXUAL HARASSMENT)**

It is the commitment of this Agency to provide all personnel a work environment conducive to personal and professional satisfaction, while at the same time achieving the goals and mission of this Agency. The Agency wishes to provide all personnel with a clear understanding of unlawful harassment and its adverse impact upon the working relationships within this Agency and with outside parties. All personnel are hereby forewarned that unlawful harassment and unlawful retaliation of any personnel of this Agency by other personnel or individual conducting business with the Agency is unlawful, strictly prohibited by Agency policy, and a basis for disciplinary action which, presumptively, shall be termination.

**Unlawful harassment** includes verbal, electronic, written or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, sex (including pregnancy), gender, national origin, age (older than 40), disability or genetic information. **Sexual harassment** includes unwelcome sexual reference, allusions, "humor", advances, requests for sexual favors, and any other verbal, written, electronic or physical conduct or interactions of a sexual nature as defined by the Agency policy and procedures related to this subject. Employees shall report all events of unlawful harassment and unlawful retaliation against themselves or others to any supervisor within the chain of command, the Director, Human Resources (404) 232-1991, Assistant Director, Human Resources (404) 232-1992, Employee Relations (404) 232-1808/ (404) 232-1970 or leave a message at the HR Main Number (404) 232-1769, outside of normal business hours.

Personnel who, in good faith, report unlawful harassment will be protected from retaliation or reprisal of any kind. The initial report, and any subsequent investigation, will be treated with confidentiality. Confidentiality and protection from retaliation will be provided to personnel who participate in any aspect of an investigation or any subsequent disciplinary process.

Personnel are encouraged to help safeguard our organization from irresponsible behavior. We solicit your support in promoting a work environment which will be free of unlawful harassment or other similarly inappropriate conduct.

Greg Schmieg  
EXECUTIVE DIRECTOR

---

I hereby declare that I have read the Executive Director's Statement regarding unlawful harassment (including sexual harassment) of personnel or individuals conducting business with the Georgia Vocational Rehabilitation Agency. I further understand that unlawful harassment is a violation of this policy and is a basis for disciplinary action which presumptively, shall be termination. My signature below acknowledges that I am aware that this statement becomes a part of my official personnel record.

---

Employee's Signature

---

Date Signed

---

Employee's Printed Name

---

Employee ID#