



MAIL THIS DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FORM TO: INVESTIGATIONS UNIT
PO BOX 45839
OLYMPIA, WA 98504-5839

VOICE: (360) 725-5807 or 1-800-521-8060
TTY: (360) 586-4289 or 1-800-521-8061
FAX: (360) 586-7497
EMAIL: irauc Complaints@dshs.wa.gov

NAME OF PERSON FILING COMPLAINT			TELEPHONE NUMBERS 1. WORK 2. HOME (OPTIONAL)	
			1.	2.
HOME ADDRESS	STREET	CITY	STATE	ZIP CODE

NAME OF ACCUSED		POSITION OF PERSON (if known)	
OFFICE LOCATION	CITY	STATE	ZIP CODE

Harassment was in: ☐ EMPLOYMENT ☐ SERVICE

[illegible]

YOUR SIGNATURE	DATE
----------------	------

Place
Stamp
Here

(Fold and tape here, if mailing, Do not staple)

Washington State Department
of Social and Health Services
Investigations Unit
PO Box 45839
Olympia, WA 98504-5839

DSHS 22-699(X) (Rev. 3/08)



DSHS Administrative Policy
#18.66 says

DSHS is committed to providing and maintaining a work environment that is free from sexual harassment and inappropriate behavior of a sexual nature.

This policy applies to all DSHS employees and to all work related contacts with clients by employees, volunteers, and interns.

According to the Equal Employment Opportunity Commission, sexual harassment falls into two categories. One (“Quid pro quo”) involves sexual harassment that is linked to some employment decision. The other (“Hostile work environment”) involves sexual harassment that creates an offensive and unpleasant work environment.

DSHS staff who violate this policy may be subject to disciplinary action in accordance with Title 357 WAC and/or provisions of an applicable collective bargaining agreement.

This policy is in accordance with the 1964 Civil Rights Act, as amended, Chapter 49.60 RCW (Washington State Law Against Discrimination) and the Governor’s Executive Order #89.01

What Sexual Harassment Can Include

- Written, graphic, or verbal communication, including demeaning or offensive comments, epithets, jokes, slurs, or negative stereotyping based on gender;
- Unwelcome requests for sexual favors or social contact;
- Nonverbal behavior such as unwelcome touching, standing too close, cornering, leaning over or brushing against a person’s body.

Sexual Harassment...What It Is

Inappropriate behavior of a sexual nature constitutes sexual harassment when it is unwanted and:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Submission to such conduct either explicitly or implicitly, is a term or condition of service delivery to the client or a contract award; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance and creating an intimidating, hostile, or offensive work environment.

What It Is Not

This policy does not regulate social interactions or relationships that are consensual, voluntary, and freely entered into if the relationship does not impact the job duties or negatively impact the work environment.

What You Can Do

Tell the person to stop

Make it very clear that the behavior is unacceptable and unwelcome.

Report the behaviors to your supervisor

If the person engaging in the behavior is your supervisor, report to the next level of authority.

If the behavior continues or retaliatory actions occur, contact your Human Resource Manager/Consultant or the Investigations Unit immediately. Don’t wait for it to go away, because it usually doesn’t.

Keep records

Include the person(s) involved, dates, times of specific occurrence(s) and action(s), where it occurred and witnesses if you have them. Always keep records in a safe place.

Discrimination Complaints

If you believe you have been or are being sexually harassed or subjected to inappropriate behavior of a sexual nature and would like to file a complaint, please fill out the complaint form on the reverse side or contact the Investigations Unit. Information will be kept as confidential as possible.

Investigations Unit Contact Numbers
(360) 725-5807
1-800-521-8060
TTY (360) 586-4289
TTY 1-800-521-8061

After receiving your complaint, someone from the Investigations Unit will contact you. Investigative procedures depend on the nature and extent of the alleged incidents and the context in which the alleged incidents occurred.

You may also file your complaint with the Human Rights Commission at 1-800-233-3247, and/or the Equal Employment Opportunity Commission at 1-800-669-3362.

Retaliation Prohibited

DSHS will not tolerate retaliation against an individual who, in good faith, reports or provides information about sexual harassment or inappropriate behavior of a sexual nature in the workplace.