

**GEORGIA DEPARTMENT OF CORRECTIONS**  
**COMMISSIONER'S STATEMENT PROHIBITING UNLAWFUL HARASSMENT**  
**(INCLUDING SEXUAL HARASSMENT)**

It is the commitment of this Department 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 Department. The Department wishes to provide all personnel with a clear understanding of unlawful harassment and its adverse impact upon the working relationships within this Department and with outside parties. All personnel are hereby forewarned that unlawful harassment and unlawful retaliation of any personnel of this Department by other personnel or individual conducting business with the Department is unlawful, strictly prohibited by Departmental 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, gender, national origin, age or disability. **Sexual harassment** includes unwelcome sexual reference, allusions, "humor," advances, request for sexual favors, and other verbal, written, electronic, or physical conduct or interactions of a sexual nature as defined by the Departmental 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 in the chain of command, the Director, Human Resources (404) 656-4730, Deputy Personnel Director (404) 656-4730, the Director, Internal Investigations (404) 656-4604 or the Communications Center (404) 651-6511 outside of normal business hours.

Personnel who, in good faith, report unlawful harassment will be protected from retaliation or reprisals 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.

Brian Owens  
COMMISSIONER

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I hereby declare that I have read the Commissioner's Statement regarding unlawful harassment (including sexual harassment) of personnel or individuals conducting business with the Georgia Department of Corrections. 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 part of my official personnel records.

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Employee Signature

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Date Signed:

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Employee's Printed Name

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Employee's ID#

Record Retention: Retain permanently in the official and local personnel file.