



# PROHIBITED WORKPLACE HARASSMENT

WRITTEN POLICY AVAILABLE FROM:  
West Virginia Division of Personnel  
State Capitol Complex, Bldg. 3, Suite 500  
304-558-3950  
OR ON THE WEB AT:  
[www.personnel.wv.gov](http://www.personnel.wv.gov)

Illegal harassment based on sex (with or without sexual conduct), race, color, religion, national origin, ancestry, age, disability, genetics, and protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or status explicitly defined as protected under applicable State and federal law, as well as nondiscriminatory hostile workplace harassment (bullying), is prohibited in the workplace.

If you feel you are a victim of illegal harassment, you have a duty to promptly report the incident to your agency's Equal Employment Opportunity (EEO) Coordinator/Counselor or your supervisor. In addition, you have the right to file a complaint/grievance with the:

- West Virginia Equal Employment Opportunity Office: 304-558-0400
- West Virginia Public Employees Grievance Board: 304-558-3361
- West Virginia Human Rights Commission: 304-558-2616
- U.S. Equal Employment Opportunity Commission: 800-669-4000; 800-669-6820 (TTY)

If you feel you are a victim of nondiscriminatory hostile workplace harassment, you should immediately notify your manager or Human Resources Office. You may also file a grievance with the West Virginia Public Employees Grievance Board.

If you believe you have witnessed harassment of another, please report the incident(s) to your agency EEO Coordinator/Counselor, supervisor, or Human Resources Office.

If you any have questions about the West Virginia Division of Personnel's statewide Prohibited Workplace Harassment Policy, call the Employee Relations Section at 304-558-3950.