

Why we are including new policy...

Is your anti-harassment policy compliant with the new City of Chicago ordinance? It is likely not given new requirements. The new requirements set forth in black text below – the red text is our suggestion for what you will need to add if not evident.

As of July 1, 2022, all employers in the city of Chicago must have a written policy on sexual harassment. The written policy document shall include at least the following:

- A statement that sexual harassment is illegal in Chicago.
- The definition of sexual harassment as defined in Section 6-010-020: **This means that you want to update the definition of sexual harassment to include:**

“Sexual harassment” means any (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual’s employment position.

- A requirement that all employees participate in sexual harassment prevention training annually.
- Employees shall participate in a minimum of one hour of sexual harassment prevention training annually. Anyone who supervises or manages employees shall participate in a minimum of two hours of sexual harassment prevention training annually and all employees must participate in one hour of bystander training annually
- Examples of prohibited conduct that constitute sexual harassment
- Details on:
 - how an individual can report an allegation of sexual harassment, including, as appropriate, instructions on how to make a confidential report, with an internal complaint form, to a manager, employer’s corporate headquarters or human resources department, or other internal reporting mechanism; and
 - legal services, including governmental, available to employees who may be victims of sexual harassment. **This means that your policy must contain the following information: Employees can contact:**

Chicago Commission on Human Relations

740 N. Sedgwick, 4th Floor

Chicago, IL 60654

312-744-4111

cchr@cityofchicago.org

U.S. Equal Employment Opportunity Commission (EEOC)

Chicago District Office

230 South Dearborn St., Suite 1866

Chicago, Illinois 60604

321-872-9744

866-740-3953 (TTY)

<https://publicportal.eeoc.gov/Portal/Login.aspx>

Illinois Department of Human Rights

555 W. Monroe Street, Suite 700

Chicago, IL 60601

312-814-6200

312-740-3953 (TTY)