

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES

TO: Manual Holders

DATE: November 1, 1994

SUBJECT: State of New Jersey Policy on Sexual Harassment

The purpose of this memorandum is to inform manual holders of the Statewide policy on sexual harassment which became effective on September 1, 1993. The policy applies to all State departments, colleges and authorities and covers independent contractors, vendors and all other parties engaged in a business relationship with the State of New Jersey. The intent of the policy is to allow all employees (male or female) to work in an environment free from actions which could be considered harassing or coercive regarding sexual conduct.

The procedure for reporting any allegations of sexual harassment of Department employees by employees outside the purview of the Department shall be to contact the appropriate Departmental Component Affirmative Action Officer. Any incident of sexual harassment of a Provider Agency's employees by a Department employee should be directed to the appropriate Department of Human Services Affirmative Action Officer (see Attachment 1).

The Department recommends that all Provider Agencies develop an internal policy concerning sexual harassment.

A copy of the Governor's policy on sexual harassment is attached to this Information Memorandum.

Issued by:



Henrietta Small, Manager
Contract Policy and Management Unit

**AFFIRMATIVE ACTION OFFICE
TELEPHONE NUMBERS**

DEPARTMENT OF HUMAN SERVICES

Department of Human Services (DHS) (609)-292-7380

DEPARTMENTAL COMPONENTS

Division of Developmental Disabilities (DDD) (609)-984-5350

Division of Family Development (DFD) (609)-588-2108

Division of Mental Health Services (DMHS) (609)-777-0665

Division of Youth & Family Services (DYFS) (609)-984-4330

Commission f/t Blind and Visually Impaired (CBVI) (201)-648-3158

Division of Medical Assistance & Health Services (609)-588-2605

All other Departmental Components (609)-292-7380