2019 EMPLOYEE ETHICS TRAINING FOR EMPLOYEES OF THE CHICAGO TRANSIT AUTHORITY

and

2019 SEXUAL HARASSMENT TRAINING FOR CTA EMPLOYEES

Please read the ethics and sexual harassment pamphlets.

Sign the last page (the "Acknowledgment of Participation" page) twice, once for each training section.
2019 Employee Ethics Training
For Employees of the
Chicago Transit Authority

Note: This training course has been developed in accordance with the requirements of the State Officials and Employees Ethics Act (5 ILCS 430/5-10). It has been developed for this purpose under the direction of the Board of Directors of the Chicago Transit Authority. Not for use by other than employees, appointees, or officials of the Chicago Transit Authority without the express consent of the Office of Executive Inspector General for the Agencies of the Illinois Governor.

If you need reasonable assistance to read, review and sign this ethics training pamphlet, please contact the Ethics Officer at (312) 661-2924.
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Introduction/General Principles

The provisions of Articles 1, 5, 10, 20, 50, and 75 of the State Officials and Employees Ethics Act (Ethics Act) (5 ILCS 430, et seq.) apply to the Commuter Rail Division (Metra), the Regional Transportation Authority (RTA), the Suburban Bus Division (Pace), and the Chicago Transit Authority (CTA). These entities are referred to collectively as the Regional Transit Boards. It is important for you to understand that in certain instances, the Ethics Act places obligations on you as an employee of the CTA, and it is your responsibility to comply with these requirements.

For purposes of the above-mentioned articles of the Ethics Act and these training materials, the terms “employees” and “state employees” include the employees of and appointees to the governing boards of the Regional Transit Boards.

As will be later explained in greater detail, if you have a question concerning an ethics issue related to your CTA employment, you may contact the Ethics Officer, who is responsible for providing guidance to you in the interpretation and implementation of the Ethics Act. If you have questions about these training materials, however, please address them in the first instance to your supervisor or manager. If further clarification is required, your supervisor or manager will contact the Ethics Officer for a response.

The Ethics Act and other ethics-related laws, rules, and policies, are intended to ensure that the functions of public entities, including the CTA, are conducted with fairness, honesty, and integrity. That is, in part, what it means to follow the principles of ethics.

Your conduct has an impact on the citizens you serve. Because you are a public employee, it is important that your actions be in the best interests of the public and consistent with applicable laws, rules, policies, and regulations.

Like other public employees and officials, you must use the resources of the CTA in the most productive and efficient way possible and, generally, only for the business purposes of the CTA. You must avoid placing your personal or financial interests in conflict with those of the CTA. Furthermore, if you have knowledge of unethical or unlawful conduct by employees or appointees of the CTA or those who do business with it, you have an ethical obligation to notify the appropriate authorities, including your Ethics Officer or the Office of Executive Inspector General.

It is your responsibility to become familiar with and obey the laws, rules, policies, and regulations that apply to you as an employee of the CTA. If you have a question about either the legality or ethics of a matter related to the CTA, you may discuss it with the CTA’s Ethics Officer or you may seek private legal counsel.
Ethics Officer

By law, the CTA has a designated Ethics Officer. This Ethics Officer:

- Acts as a liaison between the CTA and the Executive Inspector General for the Agencies of the Illinois Governor and the Illinois Executive Ethics Commission; and
- Provides guidance to CTA employees in the interpretation and implementation of the State Officials and Employees Ethics Act.

The Ethics Officer for the CTA is:

Stephen L. Wood  
Deputy General Counsel and Ethics Officer  
567 West Lake Street, 6th Floor  
Chicago, Illinois 60661  
Office: (312) 681-2924  
swood@transitchicago.com

For your reference, you may find a current list of Ethics Officers for all entities under the jurisdiction of the Office of Executive Inspector General for the Agencies of the Illinois Governor via the internet at: http://www.inspectorgeneral.illinois.gov.

Executive Ethics Commission (EEC)

Established in 2004, the Executive Ethics Commission (EEC), in conjunction with the Executive Inspectors General and the Attorney General, is responsible for the oversight, compliance, implementation, and enforcement of the State Officials and Employees Ethics Act. The EEC consists of nine commissioners, appointed on a bipartisan basis, and it exercises jurisdiction over all officers and employees of state agencies under the six executive branch constitutional officers of the state, as well as the nine state public universities and the Regional Transit Boards (the RTA, CTA, Metra, and Pace). The EEC also promulgates rules governing investigations of the Executive Inspectors General and holds administrative hearings related to alleged violations of the Ethics Act. For additional information about the EEC, visit its website at: http://www2.illinois.gov/eec.
Established in 2003, the Office of Executive Inspector General (OEIG) is an independent state agency. Its primary function is to investigate fraud, waste, abuse, and violations of the Ethics Act and other laws, rules, and policies in governmental entities. The OEIG investigates allegations of misconduct by the employees, appointees, and elected officials under its jurisdiction. The OEIG also has responsibility for investigating alleged violations by those doing business with entities under its jurisdiction.

The OEIG’s jurisdiction includes:

- the governor;
- the lieutenant governor;
- the board members and employees of and vendors and others doing business with the Regional Transit Boards (i.e., the RTA, CTA, Metra, and Pace);
- the board members and employees of and vendors and others doing business with the state public universities; and
- all employees of and vendors and others doing business with state agencies and departments of the executive branch of state government, except for those agencies under the jurisdiction of other executive branch constitutional officers, specifically the attorney general, the comptroller, the treasurer, and the secretary of state (other inspectors general have jurisdiction over those four executive branch constitutional officers, and the state legislature).

To file a complaint with the OEIG, please use one of the following means:

1. Call 866.814.1113;
2. Fax 312.814.5479;
3. TTY 888.261.2734;
4. Log in to www.inspectorgeneral.illinois.gov and click on “complaints”; or
5. Mail your complaint to one of the OEIG offices:

OEIG
69 West Washington, Suite 3400
Chicago, Illinois 60602

OEIG
607 East Adams, 14th Floor
Springfield, Illinois 62701

For additional information about the OEIG, visit its website at:
http://www.inspectorgeneral.illinois.gov.
**Ethics Training** (Ethics Act, Section 5-10)

The State Officials and Employees Ethics Act (5 ILCS 430/5-10) requires:

- All CTA employees are to complete, at least annually, an ethics training program conducted by the CTA.
- New employees must complete ethics training within 30 days of the commencement of their employment or appointment. This also applies to temporary or seasonal employees.
- Appointees to the Regional Transit Boards must complete ethics training within 30 days of the commencement of their initial appointment and must complete annual ethics training thereafter once each calendar year.

This training program is intended to allow you to meet your obligation to comply with those requirements.

Each transit board must report to the OEIG and the EEC those individuals who fail to complete this training as required by law.

Failure to complete ethics training and to submit a signed certification of completion of the training, in accordance with the training’s instructions and the requirements of the Ethics Act, may constitute a violation of the Ethics Act. This exposes employees to disciplinary action by their employer, and could result in possible administrative action by the EEC, which may levy a fine of up to $5,000. For the purposes of the annual ethics training, the OEIG sets the standards which determine the subject matter content, format, and frequency of training for employees and appointees.

**Ethics Act Definitions**

“Appointee” means a person appointed to a position in or with a state agency or a Regional Transit Board, regardless of whether the position is compensated.

“Annual” means once each calendar year.

“Board Members of Regional Transit Boards” means any person appointed to serve on the governing board of a regional transit agency.

“Employee” means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to material details of how the work is to be performed or (ii) any appointed or elected commissioner, trustee, director, or board member of a state board or a Regional Transit Board.

“Regional Transit Board” means (i) the Regional Transportation Authority (RTA), (ii) the Suburban Bus Division (Pace), (iii) the Commuter Rail Division (Metra), or (iv) the Chicago Transit Authority (CTA).
“State agency” includes all officers, boards, commissions, and agencies created by the Illinois Constitution, whether in the executive or legislative branch; all officers, departments, boards, commissions, agencies, institutions, authorities, public institutions of higher learning as defined in Section 2 of the Higher Education Cooperation Act (except community colleges), and bodies political and corporate of the state; and administrative units or corporate outgrowths of the state government which are created by or pursuant to statute, other than units of local government (including community college districts) and their officers, school districts, and boards of election commissioners; and all administrative units and corporate outgrowths of the above and as may be created by executive order of the governor. “State agency” includes the General Assembly, the Senate, the House of Representatives, the President and Minority Leader of the Senate, the Speaker and Minority Leader of the House of Representatives, the Senate Operations Commission, and the legislative support services agencies. “State agency” includes the Office of the Auditor General. “State agency” does not include the judicial branch.

“State Employee” means any employee of a state agency, including a full-time, part-time, or contractual employee of a Regional Transit Board.

Official Misconduct [Criminal Code of 2012 (720 ILCS 5/33)]

Public officers or employees commit official misconduct when, in their official capacity, they:

- Intentionally or recklessly fail to perform any mandatory duty as required by law;
- Knowingly perform an act which they know they are forbidden by law to perform;
- With intent to obtain personal advantage for themselves or another, perform an act in excess of their lawful authority; or
- Solicit or knowingly accept for the performance of any act a fee or reward which they know is not authorized by law.
Public officers or employees convicted of violating any of these provisions forfeit their office or employment. In addition, they commit a Class 3 felony.

**For Example:**

A CTA employee may be committing official misconduct if he approves a CTA contract, which he knows he does not have the authority to approve. Also, as an example, a CTA employee may be committing official misconduct if he uses CTA property or equipment for unauthorized purposes, such as for his personal use or other non-business purpose.

Among other circumstances, official misconduct occurs when public employees ask for or accept property or personal advantage, such as, but not limited to, money or free services, in exchange for taking or not taking (or influencing someone else to take or not take) an official act.

If CTA employees or officials accept a bribe, they could face criminal charges and, if convicted, they could go to jail. It is also a criminal violation of the law if CTA employees or officials fail to report a bribe to the local State’s Attorney’s Office.

**Official Misconduct Lesson Review Question**

**Review Question #1**

Charles works for the CTA and is required to review and approve payments under certain contracts before they can be paid. Due to some poor financial decisions, Charles doesn’t have much money, and his car needs repairs. Charles has recently been asked to approve payments for an auto mechanic. Charles has called the auto mechanic and said that he won’t approve the most recent invoice unless the mechanic does free work on his car. Are Charles’ actions proper?

A. Yes, because the auto mechanic can always say no.

B. Yes, because the auto mechanic is allowed to work on CTA employees’ cars.

C. No, he is committing official misconduct because he is threatening to withhold payment in exchange for free services.

Select the best answer(s) then compare your response to the explanation below.\(^1\)

\(^1\) The best response to Review Question # 1 is C. The auto mechanic is entitled to payment for the services he provided to the CTA, but Charles is threatening to withhold that payment for his own benefit. Answers A and B are irrelevant because it is Charles’ actions that matter.
**Personnel Policies** *(Ethics Act, Section 5-5)*

CTA employees are required to follow the CTA’s personnel policies. Under the Ethics Act, these policies must include elements related to the following:

- Work time requirements
- Documentation of time worked/time sheets
- Documentation for reimbursement for travel on official state business
- Compensation
- Earning and accrual of state benefits for those eligible for benefits
- Prohibition on sexual harassment

As a CTA employee, you are expected to become familiar with and adhere to its personnel policies which are included in the CTA’s Administrative Policies and Ethics Code.

**Documentation of Time Worked** *(Ethics Act, Section 5-5)*

As a CTA employee, you are required by the CTA and the Ethics Act to accurately document the time spent each day on official CTA business to the nearest quarter hour. Your documentation must be accurate and truthful.

**For Example:**

If you signed in for work at 8:30 a.m. even though you actually arrived at 9:00 a.m., you violated CTA policy because the time sheet was not accurate and truthful.
Conflicts of Interest

It is vital to the proper operation of governmental entities, like the CTA, for public employees to avoid not only actual conflicts of interest, but also those situations that may be perceived by others as a conflict of interest.

A conflict of interest occurs when the interests of employees are in conflict with the interests of their employer. This might occur, for example, when the decisions or recommendations employees make, relative to their work duties, either affect or are affected by their personal interests or those of a family member, friend, or associate. See also the CTA’s Ethics Code.

For Example:

It is a conflict of interest for a CTA employee to manage a contract with a vendor that employs the employee’s spouse.

Do What’s Right!

Recommended Best Practice
In any instance where you believe you may have a conflict of interest with respect to your position, it is your responsibility to immediately disclose the conflict. Disclosure must be made in accordance with any applicable policies of the CTA. In the absence of a particular policy, disclosure should be made to your supervisor.

It is unethical for CTA employees and appointees to use information made available to them as a result of their job duties and which is not generally known to the public to benefit themselves, their friends, their family, or associates.

For Example:

It would be unethical and unlawful for a CTA employee to provide confidential information about a competitive bidding process for a CTA contract to a friend or family member whose business is participating in that same bidding process.
Conflicts of Interest Lesson Review Questions

Review Question #2

Thomas is a CTA employee on the evaluation committee for a Request for Proposal for a new software system to track fuel usage. His participation is integral to the committee because of his expertise. While reviewing bids, Thomas recognizes his neighbor’s company has submitted a bid, but it was submitted after the deadline and should be disqualified. While Thomas plans on being fair in his evaluation, he decides to not disqualify his neighbor’s bid. Are Thomas’ actions proper?

A. Yes, because his participation is necessary and important to the agency.

B. No, Thomas cannot provide a benefit to his neighbor that is not available to other bidders. Thomas must also disclose the relationship before proceeding with his involvement on the evaluation committee.

C. Yes, because Thomas plans on being fair in evaluating bids on their respective merits.

Select the best answer(s) then compare your response to the explanation below.²

² The best response to Review Question #2 is B. Thomas may not offer a benefit to a bidder because of a personal relationship. No CTA employee should participate in the selection, award, or administration of any contract if a conflict of interest (real or apparent) exists.
Review Question # 3

Donna is a CTA employee who makes decisions once a month regarding medical treatment for injured employees. Donna’s daughter-in-law works for a company that provides medical services for the CTA. Should Donna disclose her daughter-in-law’s employment to anyone, since there could be a conflict of interest?

A. Yes, Donna should speak with the CTA’s Ethics Officer about the possible conflict of interest, including a possible appearance of a conflict of interest.

B. No, because Donna is only one of several employees involved in making these contract decisions and she did not individually award the contract. Therefore, her situation does not represent a conflict of interest.

C. No, because Donna only makes these decisions once a month.

Select the best answer(s) then compare your response to the explanation below.³

³ The best response to Review Question #3 is A. Donna must disclose her daughter-in-law’s employment to the CTA’s Ethics Officer and her supervisor despite the fact she may not award a contract on her own and regardless of the frequency of Donna’s decision.
Prohibited Political Activities (Ethics Act, Section 5-15)

CTA employees may not participate in any of the following activities during compensated time other than vacation, personal, or compensatory time off. Additionally, employees may never engage in any of these activities by misappropriating state or CTA property or resources (such as CTA-provided telephones, cell phones, photocopiers, or computers):

- Prepare for, organize, or participate in any political meeting, political rally, political demonstration, or other political event.

- Solicit contributions, including but not limited to purchasing, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

- Solicit, plan the solicitation of, or prepare any document or report regarding anything of value intended as a campaign contribution.

- Plan, conduct, or participate in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question.

- Survey or gather information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question.

- Assist at the polls on Election Day on behalf of any political organization, candidate for elective office, or for or against any referendum question.

- Solicit votes on behalf of a candidate for elective office, political organization, or for or against any referendum question, or help in an effort to get voters to the polls or participate in a vote recount on behalf of a candidate or political organization.

- Initiate, prepare, circulate, review, or file a petition on behalf of a candidate for elective office or for or against any referendum question.

- Make a contribution on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- Prepare or review responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.

- Distribute, prepare for distribution, or mail campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
• Campaign for an elective office or for or against any referendum question.

• Serve as a delegate, alternate, or proxy to a political party convention.

• Manage or work on a campaign for elective office or for or against any referendum question.

**For Example:**
An employee may not solicit campaign contributions using a CTA email account. In addition, a CTA employee cannot solicit political campaign contributions using any email account during compensated hours. Further, a CTA employee cannot engage in political solicitation using CTA resources, including but not limited to a CTA-issued cell phone, a CTA computer, CTA-issued email address, or internet access provided by the CTA.

**For Example:**
It is unlawful for CTA employees to use CTA-provided telephones, at any time, to work on someone’s campaign for elective office or to perform other prohibited political activities.

Lastly, a supervisor may not compel a CTA employee to perform prohibited political activities at any time.

**Do What’s Right!**

**Required Practice**
CTA employees must not engage in prohibited political activities during compensated time (other than vacation, personal, or compensatory time off) or by misappropriating any CTA resources (such as phones, copiers, letterhead, fax machines, email accounts, etc.).
Review Question # 4

Stacy, a CTA employee, has decided to seek election to be a City of Chicago alderman. After a work meeting on CTA property, Stacy asked several co-workers to help with her campaign. Stacy did not ask for money. However, she did ask her co-workers if they would go back to their offices and call their friends to ask them to vote for her. Stacy also said that people could call her at work if they had questions or wanted to volunteer for her campaign. Is Stacy violating any part of the prohibited political activities of the Ethics Act?

A. No, because Stacy did not ask for any money.
B. No, because Stacy will be able to help the CTA if she is elected alderman.
C. Yes, because the political prohibited activities rules state that no employee shall use any property or resources of the CTA in connection with any prohibited political activity, which includes the CTA’s telephone system.

Select the best answer(s) then compare your response to the explanation below.\(^4\)

\(^4\) The best response to Review Question #4 is C. The restrictions that pertain to certain political activities under the Ethics Act apply to CTA employees. The restrictions are not limited to solicitations for campaign funds, and the restrictions apply regardless of the political office being sought.
Review Question # 5

Anders, a CTA employee, has agreed to volunteer his time on the weekend to post campaign signs for his alderman. When he goes to leave on Sunday to post the campaign signs, Anders finds that his car will not start. In order to get the signs posted, Anders uses his CTA-issued vehicle to drive around the neighborhood and post the campaign signs. He knew that he would use the CTA vehicle for about only 30 minutes, which is very minimal. Has Anders violated the Ethics Act?

A. Yes, because Anders used government resources (a CTA-issued vehicle) for a prohibited political activity.

B. Yes, because Anders used the CTA vehicle without first obtaining permission from his supervisor.

C. No, Anders did not violate the Ethics Act because he only used the CTA vehicle for 30 minutes, which is a minimal amount.

Select the best answer(s) then compare your response to the explanation below.  

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5 The correct response to Review Question #5 is A. Anders cannot, at any time, use a company vehicle or other resources for any prohibited political activity. Anders' supervisor cannot give Anders permission to violate the Ethics Act, and even minimal use of CTA resources for a prohibited political activity is a violation of the Ethics Act.
Public Service Announcements; Other Promotional Material (Ethics Act, Section 5-20)

The Ethics Act prohibits any public service announcements or advertisements that are on behalf of any state-administered program and contain the proper name, image, or voice of any executive branch constitutional officer or member of the General Assembly from being broadcast or aired on radio or television, printed in a commercial newspaper or commercial magazine, or displayed on a billboard or electronic message board at any time.

Furthermore, the proper name or image of any executive branch constitutional officer or member of the General Assembly may not appear on any bumper stickers, commercial billboards, lapel pins or buttons, magnets, stickers, and other similar promotional items that are not in furtherance of the person’s official state duties or governmental and public functions, if designed, paid for, prepared, or distributed using public dollars.

Political Contributions on State or CTA Property (Ethics Act, Section 5-35)

As an employee of the CTA, you may not intentionally solicit, accept, offer, or make political campaign contributions on state or CTA property. Similar prohibitions also apply to public officials, state employees, candidates for elective office, lobbyists (i.e., persons required to be registered under the Lobbyist Registration Act), or any officers, employees, or agents of any political organization.

For Example:

CTA employees and other state employees, political officials, candidates, lobbyists, and representatives of any political organization, may not, at any time, ask for contributions to support a political candidate on CTA property, unless that building has been leased by the CTA to a private entity or person at the time of the solicitation. “CTA property” means any building or portion thereof that is owned or exclusively leased by the state or the CTA and does not include any portion of a building that is rented or leased from the CTA to a private entity.
Prohibited Offer or Promise (Ethics Act, Section 5-30)

A CTA employee, appointee, or official may not offer or promise anything of value related to state government or the CTA in consideration for a contribution to a political committee, political party, or other entity that has as one of its purposes the financial support of a candidate for elective office.

If another state (or CTA) employee or official asks or directs you to make a prohibited offer or promise, you have a duty to report it to your Ethics Officer or the Office of Executive Inspector General.

In the context of a prohibited offer or promise related to a political contribution, anything of value includes, but is not limited to:

- Positions in state government or the CTA
- Promotions
- Salary increases
- Other employment benefits, including, but not limited to, modified compensation or benefit terms; compensated time off; or change of title, job duties, or location of office or employment. An employment benefit may also include favorable treatment in determining whether to bring any disciplinary or similar action or favorable treatment during the course of any disciplinary or similar action or other performance review
- Board or commission appointments
- Favorable treatment in any official or regulatory matter
- The award of any public contract
- Action or inaction on any legislative or regulatory matter

For Example:

For instance, a CTA Board member is running for Mayor and has made promises of CTA job offers to his campaign volunteers. It is unlawful for a CTA employee or appointee to offer an action by the CTA or to offer someone a CTA job, or to offer the award of a contract, in exchange for a political campaign contribution.

Ban on Gifts from Prohibited Sources (Ethics Act, Article 10)

Generally, as a CTA employee, you must not ask for or accept anything of value (other than the compensation you may receive from the CTA) in relation to your job. Asking for or accepting a gift may violate the Ethics Act and CTA policies. Furthermore, anything of value, if offered to you in exchange for an official act, may be considered a bribe.

Gifts that are prohibited under the Ethics Act include a variety of things, some of which you might not ordinarily think of as gifts. Gifts are defined by the Ethics Act to include, among other
things, tickets to sporting events, hospitality, specially discounted merchandise or services, entertainment, loans, reimbursement of travel expenses, gratuities, cash, food, drink, and honoraria for speaking engagements.

Under the Ethics Act, CTA employees may not intentionally solicit or accept gifts from certain individuals or entities that are defined by law as a “prohibited source” or in violation of any federal or state statute, rule, or regulation, unless under the specific circumstances, the gift qualifies for a specific exemption to the ban. It is also unlawful for employees’ spouses or immediate family members living with them to solicit or accept a gift from a prohibited source.

A prohibited source includes a person or entity that:

- Seeks official action from a CTA employee, the CTA, or other employee directing the employee.
- Does business or seeks to do business with the employee, the CTA, or other employee directing the employee.
- Conducts activities that are regulated by the employee, the CTA, or other employee directing the employee.
- Has an interest that may be substantially affected by the performance or non-performance of the official duties of the CTA employee.
- Is a registered lobbyist under the Lobbyist Registration Act.
- Is an agent of, a spouse of, or an immediate family member who is living with, a prohibited source.

***Reminder: A CTA employee commits official misconduct when, in an official capacity as a CTA employee, he or she solicits or knowingly accepts for the performance of any act, a fee or award which he or she knows is not authorized by law. In addition to violating the Ethics Act, the CTA’s Ethics Code, and the CTA’s policies, an employee who is convicted of this misconduct forfeits his/her employment and commits a Class 3 felony. See 720 ILCS 5/33-3(c).

Under the Ethics Act, and the CTA’s Ethics Code, there are a limited number of specific circumstances under which you may lawfully accept certain items of value from a prohibited source, such as the reimbursement of travel expenses for a meeting to discuss CTA business when the situation meets specific criteria and when such expenses have been approved in advance by the CTA’s Ethics Officer.

The list of exceptions is limited to:

- Opportunities, benefits, and services available to the general public on the same conditions.
- Anything for which a CTA employee pays market value.
- A lawful contribution under the Election Code or the Ethics Act or activities associated with a fundraising event in support of a political organization or candidate.
- Educational materials and missions.
Illinois Executive Ethics Commission Rule 1620.700 states that educational materials and missions are those that have a close connection to the recipient’s employment or the mission of the agency; predominately benefit the public and not the employee; and are approved by the employee’s Ethics Officer in advance of the mission or receipt of the materials. If advance approval is not practicable, the missions and materials must be reported to the Ethics Officer as soon as practicable and must contain a detailed explanation of why approval could not be obtained in advance.

- Travel expenses for a meeting to discuss CTA business.
  Illinois Executive Ethics Commission Rule 1620.700 also states that travel expenses for a meeting to discuss CTA business are those that have a close connection to the recipient’s employment; predominately benefit the public and not the employee; are for travel in a style and manner in character with the conduct of CTA business; and are approved by the employee’s Ethics Officer in advance of the travel, if practicable. If advance approval is not practicable, the travel must be reported to the Ethics Officer as soon as practicable and shall contain a detailed explanation of why approval could not be obtained in advance.

- A gift from a relative with a history of gift-giving with the employee.
- Anything provided on the basis of personal friendship, unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position of the employee and not because of the personal friendship.
- Food or refreshments that do not exceed $75 per person per calendar day.
- Food, refreshments, lodging, and transportation related to outside business or employment activities, if the benefits are customarily provided to others in similar circumstances and are not offered because of the recipient’s official position.
- Intra-governmental or inter-governmental gifts (e.g., gifts between CTA employees and employees of other governmental agencies or other CTA employees).
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year that has a cumulative total value of less than $100.

Under the Ethics Act, if CTA employees receive a gift from a prohibited source, they may correct the situation and not violate the law if they promptly do any of the following:

- Return the gift to the giver.
- Give the gift to an appropriate charity that is exempt from income tax under section 501(c)(3) of the Internal Revenue Code of 1986.
- Give an amount of equal value to an appropriate charity that is exempt from income tax under section 501(c)(3) of the Internal Revenue Code of 1986.

Any gift that is intended to improperly influence your official conduct as a CTA employee must not be accepted. Such a gift may constitute a bribe under state or federal law. Questions you may have related to gifts solicited or received in your capacity as a CTA employee or while conducting CTA business may be referred to the CTA’s Ethics Officer.
**Recommended Best Practice**

You should simply decline anything of value offered to you (other than the compensation you may receive from the CTA) in relation to your job duties, unless it meets one of the exceptions to the Ethics Act's gift ban and is allowable under the CTA’s policies.

It is advisable that prior to accepting anything of value in connection with your job duties, you discuss the matter with your Ethics Officer. Exceptions to the suggestion that you discuss the acceptance of a gift with your Ethics Officer should be limited to situations where you are fully confident that your acceptance of a gift does not violate any law, rule, policy, or regulation and does not create the perception of wrongdoing.

**Gift Ban Lesson Review Questions**

**Review Question #6**

Vicki, a manager in the CTA’s Mechanical Department, is shopping for a brand new car. While Vicki and her partner, Sharon, were looking at cars, Vicki mentions to the salesperson that she works for the CTA. The salesperson then tells Vicki he would be able to give a 10% discount due to the fact the dealership has a vehicle maintenance agreement with the CTA. Is it lawful for Vicki to accept this special discount?

A. Yes, however, Vicki should have her partner, Sarah, buy the new car so that there are no problems.

B. Yes, because it is more than likely that the salesperson makes all kind of deals with potential buyers and he clearly has the authority to do so.

C. No, Vicki cannot accept the offer because the offer does not appear to be one that is made available to the general public on the same conditions.

Select the best answer(s) then compare your response to the explanation below.  

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6 The best response to Review Question #6 is C. It is unclear whether this same offer is made available to members of the public on the same conditions. The car dealer is a prohibited source because it is a CTA vendor. The Ethics Act gift ban applies to CTA employees and not just to employees of other state agencies. Therefore, Vicki’s acceptance of a merchandise discount, from a CTA vendor, that is not made available to the general public on the same conditions, would be a violation of the Ethics Act. It is advisable that prior to accepting a gift on behalf of the CTA that employees verify that the gift’s acceptance does not violate the Ethics Act or the CTA’s policies, including the CTA’s Ethics Code.
Review Question #7

Susan-Ann is a CTA employee who recently learned she is expecting twins. Since the news was unexpected, some co-workers decided to buy her two cribs for the babies at a cost of $500 each. Can Susan-Ann accept the cribs from her co-workers?

A. No, Susan-Ann cannot accept the cribs because they cost more than $100.
B. Yes, Susan-Ann can accept the cribs because the gift is from co-workers.
C. Yes, Susan-Ann can accept the cribs because the gift is from multiple co-workers, which reduces the individual contribution by each coworker, and that makes it ok.

Select the best answer(s) then compare your response to the explanation below.\(^7\)

\(^7\) The best response to Review Question #7 is B. Under the gift ban exceptions, both intra-governmental and inter-governmental gifts are allowed. Since Susan-Ann and her co-workers work for the same governmental agency, the CTA, they are allowed to accept gifts from one another under the intra-governmental gift ban exception. It doesn’t matter how much the gift costs.
Revolving Door (Post-CTA Employment) Requirements
(Ethics Act, Section 5-45)

The Ethics Act contains requirements that may, under certain circumstances, affect whether you, as a CTA employee (or one of your family members) may lawfully accept employment, compensation, or fees from another person or entity after you terminate your CTA employment.

No former CTA officer or employee, or spouse or immediate family member living with such person, shall, within a period of one year immediately after termination of employment, knowingly accept employment or receive compensation or fees for services from a person or entity if:

- The officer, member, or employee, during the year immediately preceding termination of employment, participated personally and substantially in the award of CTA contracts, or the issuance of contract change orders, with a cumulative value of $25,000 or more to the person or entity, or its parent or subsidiary.

Post-CTA Employment Requirements and Procedures that Apply to Employees or Appointees Who Participate in Contract Decisions:

Depending on your position and its responsibilities, you may be required to seek a determination from the Office of Executive Inspector General (OEIG), for one year after you leave CTA employment, regarding whether you may lawfully accept an offer of employment or compensation from certain persons or entities (before its acceptance). Persons subject to these requirements are often called “C-List” employees in reference to subsection (c) of Section 5-45 of the Ethics Act.

Individuals on the “C-List,” are generally:
- Employees who may have the authority, by the nature of their duties, to participate personally and substantially in decisions involving contracts with a cumulative value of $25,000 or more.

If you are in a position that is subject to these notification requirements (i.e., if your position is on the “C-List”), you should be provided written notification that the requirements apply to your position. Notification should be provided to you upon your hire, promotion, or transfer into a relevant position. In addition, you should be notified at the time your duties are changed in such a way as to qualify your position for the requirements. Employees who are not on the “C-List” are not required to seek a determination, but are nonetheless able to seek one if they so choose.
Additional Employment Restrictions and Procedures that are Independent of an Employee’s Duties:

A limited number of CTA officers, employees, or appointees, in certain positions, are strictly prohibited from knowingly accepting employment or receiving compensation or fees for services from certain individuals or entities during a period of one year after the termination of their official positions. These restrictions apply regardless of whether the officers, employees, or appointees were involved in contract decisions. Persons affected by these restrictions are commonly referred to as being on the “H-List,” in reference to subsection (h) of Section 5-45 of the Ethics Act, which contains these employment restrictions.

These “H-List” restrictions apply to employment or compensation offers from a person or entity or its parent or subsidiary, that during the year immediately preceding termination of the officer, employee, or appointee’s official position, was a party to a CTA contract or contracts with a cumulative value of $25,000 or more involving the officer, employee, or the CTA.

These more absolute restrictions apply to:

- members of a commission or board created by the Illinois Constitution;
- the head of a department, commission, board, division, bureau, authority, or other administrative unit within the government of the state;
- chief procurement officers, state purchasing officers, and their designees whose duties are directly related to state procurement; and
- chiefs of staff, deputy chiefs of staff, associate chiefs of staff, assistant chiefs of staff, and deputy governors.

To reiterate, the employment restrictions on these “H-List” positions apply regardless of whether the officer, employee, or appointee participated personally and substantially in the award of the CTA contract or contracts or the making of the regulatory or licensing decision in question.

Note: All employees are prohibited from accepting employment with an entity with respect to which they were personally and substantially involved in a procurement with a cumulative value of $25,000 or more, even if the employee is not formally on the C-List. In addition, all employees, other than H-Listers, may seek a determination if they have concerns.

Those on the C-List are required to notify the OEIG and seek a determination prior to accepting a job offer while employed by the CTA and for one year after leaving CTA employment.

Within 10 calendar days after receiving such notification, the OEIG must make a determination as to whether the employee is restricted from accepting such employment. An OEIG determination may be appealed to the Executive Ethics Commission (EEC) by the affected employee or the Attorney General no later than 10 calendar days after the date of...
determination. The EEC must decide whether to uphold the OEIG’s determination within 10 calendar days or the employee is deemed eligible for the non-CTA employment opportunity.

There are a limited number of exceptions to the above-listed restrictions. All CTA officers and employees (regardless of whether they are on the “C-List” or “H-List”) and their spouses and immediate family members living with them are permitted to accept employment and compensation or fees for services from:

(1) The U.S. government;
(2) The State of Illinois;
(3) An Illinois municipality, such as a city, a village, or an incorporated town;
(4) An Illinois unit of local government, such as a county, a township, or a special district; and
(5) An Illinois school district.

If you find yourself in a situation where you are offered employment or compensation by an individual or business that conducted official business with you or the CTA, you may discuss the matter with the CTA’s Ethics Officer or private legal counsel to ensure that you comply with the law.

The EEC has the authority to issue a fine to a CTA officer or employee in an amount of up to three times the total annual compensation that would have been obtained in violation of the Ethics Act’s revolving door employment provisions.
Review Question # 8

Henry Chevy recently retired from his job as a procurement analyst for the CTA. During his time with the CTA, he participated in the award of CTA contracts and was listed on the “C-List.” After a month of retirement, Henry is bored and starts looking for a part-time job. Henry gets an offer to work as a bartender at a local country club. The club is not a CTA vendor, and Henry never had a business relationship with the country club during his time at the CTA. Henry decides to take the job and he starts working immediately. Is Henry in violation of the Ethics Act’s revolving door provisions by taking this job?

A. No, the revolving door restrictions do not apply if the employee retires from their job.

B. No, Henry’s job is part-time so he is not violating the revolving door restrictions by taking the job.

C. Yes, Henry has violated subsection (c) of the revolving door provisions by not notifying the OEIG of the job offer prior to accepting it.

Select the best answer(s) then compare your response to the explanation below.  

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8 The best response to Review Question #8 is C. Employees on the CTA’s “C-List” (those who may have the authority to participate personally and substantially in the award of CTA contracts) for one year after leaving the CTA must notify the OEIG prior to accepting any job offer. Even though the new employer has no relationship with the CTA, Henry is still required to notify the OEIG of the offer prior to accepting it. It does not matter whether the employment is part-time or full-time. In addition, the revolving door restrictions apply when the agency employment relationship is terminated, whether or not the termination was due to a firing, retirement, lay off, or voluntary termination.
Whistleblower Protection (740 ILCS 174/1, et seq.)

Under the Whistleblower Act, it is generally unlawful for any employer to retaliate or threaten retaliation for an employee’s disclosure, or threat to disclose information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation.

If an employer retaliates against an employee in violation of the Whistleblower Act, the employee may bring a civil action against the employer that may result in:

- Reinstatement of employment and seniority rights;
- Back pay, with interest; and
- Compensation for any damages including litigation cost, expert witness fees, and reasonable attorney’s fees.

Reporting Violations of Law, Rule, Regulation, or Policy

If you witness misconduct or have evidence of it, you should report it to the proper authorities.

To report a non-emergency violation of law, rule, or regulation, you should contact the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG) via its toll-free Hotline at 866-814-1113. Reports of alleged violations may also be submitted to the OEIG via the Internet at: http://www.inspectorgeneral.illinois.gov. For those who require it, the OEIG may also be contacted toll-free via a telecommunications device for the deaf (TDD) at 888-261-2734.

Alleged violations may be reported to the OEIG anonymously.

In the event of an emergency situation, such as those involving the illegal possession or use of a weapon, you should contact the Illinois State Police or other police agency that can provide the fastest response (for example, by dialing “911”).

CTA employees who become involved in an investigation conducted by the OEIG have both rights and responsibilities. As a CTA employee, you have an obligation to cooperate in such investigations. You must participate in interviews as requested, tell the truth, and not withhold information. Failure to cooperate includes, but is not limited to, intentional omissions and knowing false statements, and is grounds for disciplinary action, including dismissal.

In the course of an investigation, investigators may request information from any person when the information is deemed necessary for the investigation. The OEIG may issue subpoenas to compel the attendance of witnesses and the production of documents and other items for inspection and copying.

The OEIG may compel any CTA employee to truthfully answer questions concerning any matter related to the investigation. If the OEIG has compelled the interview, no statement or other evidence therefrom may be used against the employee in any subsequent criminal prosecution, unless the employee consents.

Requests for production or viewing of documents or physical objects under CTA control must be made in writing by the OEIG. If the recipient of such a request believes that the release of the subject matter of the request might violate existing rights under state or federal law, the recipient has the right to seek a determination from the Executive Ethics Commission (EEC) relative to such rights or protections.

It is the CTA’s policy that any CTA employee receiving any requests for production or viewing of documents or physical objects under CTA control must forward such requests to the CTA’s Ethics Officer. Notifying the Ethics Officer does not satisfy the requirement of responding to any requests for production or viewing of documents or physical objects.

As a CTA employee, you have various additional rights during investigations, including, but not limited to, those resulting from EEC rules (2 Ill. Adm. Code Section 1620.300), which specify:

- If investigators reasonably believe an employee who is the subject of the investigative interview will likely face discipline, the investigators must notify the employee whether the underlying investigation is criminal or administrative in nature.

- If the underlying investigation is administrative in nature, the interviewee shall be presented a form that outlines the interviewee’s rights during the interview, including the right to the presence of a union representative or co-worker uninvolved in the investigation.

- If the underlying investigation is criminal in nature, the interviewee shall be presented a form that outlines the interviewee’s rights during the interview, including the right to...
the presence of an attorney, union representative, or co-worker uninvolved in the investigation.

It is the policy of the OEIG that its investigators will present the interviewee with a form outlining the interviewee’s rights unless OEIG investigators reasonably believe at the time of an interview that there are no circumstances under which an interviewee will be subject to or likely to face discipline or adverse action.

The OEIG will not infringe upon a CTA employee’s right to seek advice from their Ethics Officer on the interpretation and implementation of the Ethics Act, or to seek advice from private legal counsel.

The full text of the rules governing OEIG investigations may be found at the EEC’s website: http://www2.illinois.gov/eec.

Disclosure of Economic Interests (Illinois Governmental Ethics Act, 5 ILCS Section 420)

Various public employees and officials, including employees and Board Members of the RTA, Metra, CTA, and Pace, are among those individuals required to file annual statements of economic interests, which are intended to disclose publicly certain of their financial interests.

The requirement to file statements of economic interests generally applies to compensated employees of the RTA, CTA, Metra, and Pace who:

- Are, or function as, the head of a department, division, bureau, authority, or other administrative unit or who exercise similar authority.
- Have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance, or execution of contracts entered into by their employer in the amount of $1,000 or more.
- Have authority for the issuance or promulgation of rules and regulations within areas under the authority of their employer.
- Have authority for the approval of licenses and permits by their employer.
- Adjudicate, arbitrate, or decide any judicial or administrative proceeding, or review the adjudication, arbitration, or decision of any judicial or administrative proceeding within the authority of their employer.
- Have supervisory responsibility for 20 or more employees of their employer.
The requirement to file statements of economic interests also applies to those who:

- Are appointed to a board or commission of a unit of local government, such as the RTA, CTA, Metra, or Pace, and who have authority to authorize the expenditure of public funds.

It is the responsibility of the Chief Administrative Officer of each transit board to annually certify to the appropriate county clerk the names and addresses of those individuals who are required to file a statement. If you are subject to the requirement to file a statement of economic interests on or before May 1 annually, the appropriate county clerk will notify you of the need to file a statement. This notification typically includes a web address for filing the statement.

The information required for disclosure via a statement of economic interests includes, for example, but is not limited to:

- The name and means of ownership that an individual may have in any entity doing business with a unit of local government, in which the ownership interest is in excess of $5,000 (including, for example, real estate or stock, but not including a time deposit in a bank nor any debt instrument).
- The name and address of any professional organization in which the individual is an officer, director, associate, partner, or proprietor from which the individual derived income in excess of $1,200 during the preceding calendar year.
- The identity (e.g., the address or legal description) of any capital asset such as real estate from which a capital gain of $5,000 or more was realized during the preceding year.
- The name of any entity doing business with a unit of local government from which income in excess of $1,200 was derived by the member during the preceding calendar year.

If you have a question about a statement of economic interests, you may seek the advice of the CTA’s Ethics Officer.
Truthful Oral and Written Statements

It is vital to the integrity of the CTA that all oral and written statements made by you, in your official capacity as a CTA employee, be made in what you believe to be an honest and truthful manner. This requirement applies to all means of communications and applies to documents, including, but not limited to:

- Time sheets.
- Employment or appointment applications.
- Statements of economic interests.
- Letters, emails, and reports.

Falsification of official documents or untruthful statements made in the conduct of CTA business is unethical and may violate CTA policies. Violation of CTA policies may subject a CTA employee to administrative action.

Further, pursuant to 5 ILCS 430/20-70, it is the duty of every officer and employee under the jurisdiction of an Executive Inspector General, including any inspector general serving in any state agency under the jurisdiction of that Executive Inspector General, to cooperate with the Executive Inspector General and the Attorney General in any investigation undertaken pursuant to this Act. Failure to cooperate includes, but is not limited to, intentional omissions and knowingly providing false statements. Failure to cooperate with an investigation of the Executive Inspector General or the Attorney General is grounds for disciplinary action, including dismissal. Failure to abide by these provisions of the Ethics Act may also result in fines issued by the EEC or possible criminal prosecution.

CTA Policies

It is important that CTA employees adhere to those applicable laws, rules, policies, or regulations that are unique to the CTA. These policies are generally in the CTA’s Administrative Policies and Ethics Code, and include, for example:

- Code of Ethics;
- Conflict of Interest;
- Employment Restrictions;
- Confidentiality of Information;
- Acceptance of Gifts;
- Information Technology Acceptable Use;
- Whistleblower Methods and Protections;
- Rules of Personal Conduct; and
- Employment of Relatives (Nepotism).
These policies contain, for example:

- Restrictions concerning the solicitation or acceptance of gifts;
- Prohibitions on certain political activities;
- Rules governing purchasing procedures;
- Special time reporting or other personnel-related rules;
- Hiring practices; and
- A code of conduct.

It is important that the business of the CTA is always conducted in accordance with all applicable laws, rules, policies, and regulations. Many laws and rules, including portions of the Ethics Act, are applicable to CTA employees even in instances where an employee is a part-time or contractual employee.

It is also important that you familiarize yourself with all the laws, rules, and policies which apply to you, and that you abide by them. If necessary, you may ask your Ethics Officer or private legal counsel for guidance concerning those laws and rules that apply to you.

**Penalties**

Penalties for violations of ethics-related laws, rules, and policies by CTA employees are dependent upon the specific circumstances. Penalties may include administrative action up to and including termination of employment. In addition, the EEC may levy administrative fines for certain violations of the Ethics Act. Criminal acts, such as bribery or official misconduct, may result in criminal prosecution.

**Ethics Questions or Concerns**

CTA employees who have questions or concerns about a work-related ethics issue may contact the CTA’s Ethics Officer at 312-681-2924. Under the Ethics Act, Ethics Officers, among their other duties, serve to provide guidance to employees in the interpretation and implementation of the Ethics Act, which guidance employees may in good faith rely upon. If you have questions about these training materials, however, please address them in the first instance to your supervisor or manager. If further clarification is required, your supervisor or manager will contact the Ethics Officer for a response.
Examples of the Ethical Obligations of CTA Employees

The following are examples of actions or situations concerning the various ethical obligations of CTA employees and appointees:

1. **Situation:** A CTA supervisor asks his administrative assistant to make several doctor’s appointments for his son. He also asks his assistant to add his son's travel basketball team schedule to his CTA calendar.

   **Ethical Assessment:** It is improper for a supervisor to ask an employee to engage in any activity that is not CTA business or is not allowed by CTA policy during the employee’s scheduled work times or while using CTA property or resources.

2. **Situation:** A CTA employee, who is a member of a contract selection committee, agrees to vote in favor of granting a contract to a particular vendor. The vendor informed the CTA employee that if he was awarded the contract he would perform landscaping services for free for one year at the employee’s home.

   **Ethical Assessment:** It is unethical and a violation of the law for a CTA employee or board member to exchange an official action for anything of value. Such conduct may result in criminal prosecution.

3. **Situation:** A CTA employee is volunteering on a campaign for local political office. The employee uses his personal email to send out campaign material and to solicit donations. He sends the email from home during non-working hours. One day, a fellow volunteer accidentally sends an email regarding campaign material to the CTA employee’s work email. The CTA employee accidentally reads the email. The employee does not respond to the email, deletes it, and informs the CTA’s Ethics Officer.

   **Ethical Assessment:** The Ethics Act prohibits certain political activities from being done during a CTA employee’s compensated time, other than vacation, personal, or compensatory time off or at any time when misappropriating CTA property and resources. In this scenario, the employee took the best course of action by not responding to the email, deleting it, and informing the Ethics Officer.

4. **Situation:** Because of an employee’s outstanding job performance, and countless non-work hours spent fundraising and volunteering on a Board member’s wife’s campaign for mayor, the Board member suggested the employee receive a promotion.

   **Ethical Assessment:** CTA employees may use vacation time to work on campaigns. However, an employee is not permitted to receive compensation, an increase in pay, or a job promotion because of the time spent working on a campaign, and it is the duty of that employee to follow the employment and conflicts of interest policy of the CTA.

5. **Situation:** A CTA employee arrives at work 30 minutes late because of terrible congestion on the highway. The employee has never been late to work before and the traffic was not her
fault. Since this is a one-time matter, the employee signs in on her time sheet at her assigned start time, ignoring the 30-minute delay.

**Ethical Assessment:** It is unethical and unlawful to provide false information in a time report used as a basis for compensating a CTA employee, regardless of the reason.

6. **Situation:** A CTA employee intends to file a complaint with a state agency alleging that the CTA is discriminating against him because of his age. To support his allegations, the employee goes to the CTA’s office during off hours and surreptitiously collects and photocopies CTA documents from his and his co-workers’ desks. After filing his complaint, the employee was told by his supervisors that he will be disciplined for improperly taking CTA documents.

**Ethical Assessment:** In general, state law prohibits employers from taking retaliatory action against an employee who discloses or threatens to disclose information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation. However, employees do not have any right to take or photocopy CTA-owned documents to support their claims and may be subject to discipline for doing so.

7. **Situation:** Jack, a CTA service worker, had his daughter’s car repaired by Spinning Wheels, which is a subcontractor for one of the CTA’s vendors that repairs non-revenue vehicles. The manager at Spinning Wheels told Jack he would give him a discount, and they knew how to fix his daughter’s car. Jack trusted Spinning Wheels with his daughter’s car because on many occasions he had to transport CTA vehicles to their shop for repair. Is it a conflict for Jack to have his daughter’s car repaired at Spinning Wheels?

**Ethical Assessment:** It is unethical for CTA employees to accept favors from a vendor whether or not the employee asked for it directly. Such conduct may result in discipline up to and including termination of employment or appointment.

8. **Situation:** Holly works with a vendor that performs maintenance on the CTA’s automobiles. Holly mentions that her car needed a new battery. The vendor offers to put in the new battery with a 25% discount because Holly works at the CTA. The vendor does not generally offer this discount. Can Holly accept?

**Ethical Assessment:** Holly may not accept. The gift ban includes not only tangible items such as cash, food, or drink but also intangibles including discounts, loans or hospitality and entertainment. Furthermore, the discount is being offered by a prohibited source—since the vendor does work for the CTA—and is not generally available to the public under the same conditions.

9. **Situation:** A CTA employee accepts a $125 gift card from a vendor for his pending retirement.

**Ethical Assessment:** Acceptance of such a gift from such a prohibited source (i.e., from an entity that does business with the CTA, or has interests that may be substantially affected by the employee) is generally prohibited under the Ethics Act.
10. **Situation:** A CTA manager learns that one of his employees intends to file a complaint about him with the OEIG alleging that the manager was conducting prohibited political activities at work. The manager is afraid that he will lose his job if this matter is investigated. The manager also knows that this employee has been showing poor work performance over the last several months. The manager plans to tell the employee that he will write up the employee for poor work performance and ensure that she be demoted, unless she agrees to not file the complaint against him.

**Ethical Assessment:** State law prohibits employers from taking retaliatory action against an employee who discloses or threatens to disclose information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal law, rule, or regulation.
2019 Sexual Harassment Training
For CTA Employees

Note: This training course has been developed in accordance with the requirements of the State Officials and Employees Ethics Act (5 ILCS 430/5-10.5). It has been developed for this purpose under the direction of the Board of Directors of the Chicago Transit Authority ("CTA"). Not for use by other than CTA employees, appointees, or officials without the express prior consent of the Office of Executive Inspector General for the Agencies of the Illinois Governor.

If you need reasonable accommodations to read, review, and sign this sexual harassment training, please contact the Ethics Officer at 312-681-2924.
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Introduction/General Principles

All state agencies, including the Regional Transit Boards, must establish a sexual harassment policy. The policy must include at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including the availability of whistleblower protections under the State Officials and Employees Ethics Act ("Ethics Act"), the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. 5 ILCS 430/5-5(c). See also the CTA’s Sexual Harassment and Related Retaliation Complaints Policy, Administrative Procedure ("AP") 1605.

The CTA maintains a working environment for all CTA employees to be free from sexual harassment. The CTA has zero tolerance for sexual harassment. See AP 1605. Employees who believe they have been subjected to or have witnessed sexual harassment should report it immediately to their supervisor, the CTA’s EEO Officer, CTA’s Ethics Officer, or to Human Resources, or through the alternative reporting channels set forth below, such as the Office of Executive Inspector General ("OEIG") or the Illinois Department of Human Rights ("IDHR").

Employees should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee at the CTA is exempt from reporting misconduct in violation of this policy. For example, even if you are not directly involved, but witness inappropriate conduct you should report it.

The CTA acknowledges that coming forward regarding sexual harassment allegations can seem overwhelming. That is why the CTA has a process in place to handle these allegations. In response to every complaint, the CTA investigates promptly and thoroughly. The CTA assures its employees that there is no retaliation against any employee filing a harassment complaint, or against any employee who cooperates with a CTA investigation, and there are policies and laws that prohibit retaliation. If allegations of improper harassment are substantiated, the CTA commits to taking the appropriate action, including disciplinary measures up to and including termination.
What is Sexual Harassment?

Sexual harassment is defined as *any unwelcome sexual advances, requests for sexual favors, or any 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;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such 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.

*For purposes of this definition, the phrase “working environment” is not limited to a physical location where an employee is assigned to perform his or her duties and does not require an employment relationship.* See 5 ILCS 430/5-65(b).

Types of Sexual Harassment

Types of sexual harassment include *quid pro quo* (Latin for “this for that” or “something for something”) and hostile work environment. Sexual advances and requests for sexual favors are not the only types of conduct that can be sexual harassment. Other conduct of a sexual nature can be part of a *quid pro quo* sexual harassment or contribute to a hostile work environment, including unwelcome physical acts, verbal conduct, or visuals, such as:

- Actual or attempted rape or sexual assault
- Pressure for sexual favors
- Deliberate touching, leaning over, or cornering
- Sexual looks or gestures
- Letters, telephone calls, personal e-mails, texts, or other materials if they include sexual content
- Pressure for dates
- Sexual teasing, jokes, remarks, or questions
- Referring to an adult as a “girl,” “hunk,” “doll,” or other diminutive term
- Whistling at someone
- Sexual comments, sexual innuendos, or sexual stories
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments about a person’s clothing, anatomy, or looks
- Kissing sounds, howling, and smacking lips
- Telling lies or spreading rumors about a person’s personal sex life
• Neck and/or shoulder massage
• Touching an employee’s clothing, hair, or body
• Hanging around a person uninvited
• Hugging or kissing
• Patting, stroking, or pinching
• Touching or rubbing oneself sexually in the presence of another person
• Standing close to or brushing up against a person
• Looking a person up and down
• Sexually suggestive posters, cartoons, or magazines displayed in the workplace or shown to someone
• Playing sexually suggestive or graphic videos or music
• Making sexual gestures with hands or through body movements

Sexual harassment can involve activities online or through electronic media, even when off site or “off the clock.” Examples of behaviors that can constitute unwelcome sexual conduct through email, cell phone or text, internet or intranet posting, online comments, blog posts, social media (such as Facebook, Twitter, LinkedIn, Instagram, YouTube, and Snapchat), or other electronic media include:

• Requests/demands for sex
• Sexually graphic or inappropriate pictures
• Sexually graphic or inappropriate videos
• Sexually offensive language or comments
• Unwanted flirting
• Unwanted requests for dates
• Cyber stalking

Quid Pro Quo Sexual Harassment

Quid pro quo sexual harassment occurs when (1) job benefits, including employment, promotion, salary increases, shift or work assignments, performance expectations, and other conditions of employment, are made contingent on the performance of sexual favors, unwelcome sexual advances, or conduct of a sexual nature, by an employee for an employer, supervisor, or agent of the employer who has the authority to make decisions about employment actions, or (2) the rejection of a sexual advance or request for sexual favors results in tangible employment detriment, or a loss of benefit of the kind described above.
Review Question # 1

Robert supervises Nick. One day at work, Robert tells Nick that he finds him very attractive. Robert tells Nick that unless he (Nick) agrees to certain sexual favors, Robert will demote Nick and reduce his pay. Is this sexual harassment?

A. No, Robert’s conduct is not sexual harassment because Nick can say no.

B. Yes, this is an example of quid pro quo sexual harassment.

C. No, because a man cannot sexually harass a man.

Select the best answer(s) then compare your response to the explanation below.¹

¹ The best response to Review Question # 1 is B. *Quid pro quo* sexual harassment occurs when submission to unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature is made, either explicitly or implicitly, a term or condition of employment; or when submission to or rejection of unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature is used as the basis for employment decisions. Here, Robert is engaging in *quid pro quo* sexual harassment because he is threatening to demote Nick and reduce his pay if sexual favors are not given. Answer A is incorrect because it is Robert’s actions that are at issue. Answer C is incorrect because sexual harassment can occur between anyone regardless of sex.
Review Question # 2

Rhonda supervises Carlos. Rhonda knows that Carlos really wants to work on a particular project since it would put him in line for a promotion. Rhonda tells Carlos that, if he agrees to go out on a date with her, she will make sure to give him the project. Is this sexual harassment?

A. Yes, because Rhonda offered Carlos a favorable assignment in exchange for a date, which is quid pro quo sexual harassment.

B. No, because Carlos is performing work he is required to do regardless.

C. No, because Rhonda is just asking for a “date” and this is not sexual in nature.

Select the best answer(s) then compare your response to the explanation below.²

² The best response to Review Question # 2 is A. In this case, a supervisor is engaging in quid pro quo sexual harassment because she is making a decision about assignments based on whether the employee will go out on a date with her. Answer B is incorrect because Rhonda is giving the favorable assignment with the expectation that Carlos will repay the favorable assignment with a date, which is sexual in nature. Answer C is incorrect because a “date,” unlike a business meeting, is sexual in nature.
Review Question # 3

Karen is Susan’s supervisor. Susan submits a vacation request. Karen tells Susan that she will only approve the request if Susan will spend the night with her at a hotel room. Susan tells Karen that she is not interested in a relationship. Is this sexual harassment?

A. No, because women cannot sexually harass other women.
B. Yes, this is an example of *quid pro quo* sexual harassment.
C. No, because Susan told Karen she was not interested.

Select the best answer(s) then compare your response to the explanation below.³

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³ The best response to Review Question # 3 is B. Here, Karen is withholding a benefit (approval of leave time) in exchange for sexual favors. This is *quid pro quo* sexual harassment. Answer A is incorrect because sexual harassment can occur between people of the same sex. Answer C is incorrect. Just because Karen said “no” does not mean the sexual harassment did not occur. Regardless of interest, Karen’s proposition constitutes sexual harassment.
Review Question # 4

Monty is Beth’s supervisor. During the year, Beth missed several important deadlines, was repeatedly late for work, and spent excessive time talking to co-workers about non-CTA related business. Monty tells Beth that he will put her on a performance improvement plan, monitor her work for a month, and if her work performance improves, he will not move to terminate her. Is this sexual harassment?

A. Yes, because to keep her job, Beth must perform something for Monty.

B. Yes, because Monty is male and Beth is female.

C. No, because Monty’s performance improvement plan does not require Beth to do anything sexual in nature.

Select the best answer(s) then compare your response to the explanation below.⁴

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⁴ The best response to Review Question # 4 is C. As Beth’s supervisor, Monty may discipline his subordinate for rule violations and/or poor performance. Answer A is incorrect because it does not involve an exchange of a “sexual” nature. Answer B is incorrect because the sex of the harasser is irrelevant.
Hostile Work Environment

Hostile work environment occurs when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. To be a hostile work environment, the sexually inappropriate conduct must be severe or pervasive.

There are many types of behaviors that can be harassing. Examples include using derogatory terms, insults, telling derogatory jokes, taunting, and intimidating actions. The CTA prohibits harassing behavior by any person while engaged in CTA business.

While a person engaging in harassing behavior often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. The harasser can even be a person who is not a CTA employee, such as a person delivering supplies to the CTA or refilling vending machines, or even a CTA rider. Regardless of the source, the CTA does not tolerate harassment.

To determine whether a hostile environment exists, the CTA examines the context, nature, scope, frequency, duration, and location of incidents, as well as the identity, number of persons, and relationships of the persons involved. The CTA also determines whether the person at whom the conduct was directed found it harassing and whether a “reasonable person” would find the conduct harassing. Factors such as these assist in determining whether the conduct at issue is harassing and whether it is sufficiently severe, persistent, or pervasive to have created a hostile work or learning environment.

Entities other than the CTA can also receive allegations. Just because conduct does not rise to the level of a legal definition of “hostile work environment” does not mean it is acceptable behavior. In some cases, a single incident may be so severe as to create a hostile environment. Such incidents may include injury to persons or property or conduct threatening injury to persons or property. In other instances, the behavior at issue is harassing, but not sufficiently severe, persistent, or pervasive as to constitute a hostile work environment under the law. However, such behavior may violate CTA policy, and in those cases, the CTA acts to stop the offending behavior to promote a respectful environment. When the CTA determines that a hostile environment exists, it takes steps reasonably calculated to stop the harassment and ensure it does not happen again. If you believe the conduct is inappropriate, make a complaint so that the conduct can be addressed.
Review Question # 5

Steve began making advances toward Yvonne a mere three days into his new job. After rejecting Steve’s actions and requests for a date, Yvonne started receiving suggestive email messages from Steve in her company account. When, a few weeks later, Steve started leaving little gifts on her desk, Yvonne sent an email to Steve making it clear that she is not interested in a personal relationship, and asking him to stop all of his advances toward her. Steve has refused to stop his conduct. Does Yvonne have any recourse?

A. No, because Steve and Yvonne are peers.

B. Yes, she can file a complaint, but only with the CTA because that is where she works.

C. Yes, she can file a complaint with the EEO Officer, Ethics Officer, IDHR, EEOC, and/or OEIG. She can also speak to her supervisor about Steve’s conduct.

Select the best answer(s) then compare your response to the explanation below.5

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5 The best answer is C. Answer C is correct because any employee has the option to file a claim with the EEO Officer, Ethics Officer, IDHR, EEOC, and/or OEIG. Hostile work environment occurs when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. To be a hostile work environment, the sexually inappropriate conduct must be severe or pervasive. Answer A is incorrect because co-workers can cause hostile work environment sexual harassment; it does not need to be created by a supervisor. Answer B is incorrect because Yvonne can also report the incident to other entities, including the IDHR, EEOC, and/or OEIG.
Review Question # 6

Thomas and Peter are CTA employees who share the same workspace. To decorate the area, Peter put up several sexually suggestive pictures. While these pictures were not easily seen by anyone else, Thomas was offended. The next day, Thomas asked Peter to take them down, which Peter did that same day. Was this a hostile work environment?

A. No, because only Peter could see the pictures and not anyone else.

B. Yes, because the pictures were sexually suggestive.

C. No, because Peter stopped after Thomas asked.

Select the best answer(s) then compare your response to the explanation below.6

6 The best response to Review Question # 6 is C. Here, Thomas was reasonably offended, and asked his co-worker to stop, which Peter did immediately. Thomas may still report this conduct to his supervisor, the Ethics Officer, EEO Officer, IDHR, EEOC, and/or OEIG. Answers A and B are both incorrect. The pictures may have been offensive, but because Peter took the decorations down after Thomas asked, the behavior did not continue over time, and therefore did not create a hostile work environment.
Review Question # 7

Geoff and Paul work next to each other. Paul has excessive (and bad smelling) flatulence that makes it difficult for Geoff to complete his work. Geoff asks Paul to be more respectful and excuse himself to the bathroom, but Paul refuses. Does Paul’s behavior create a hostile work environment?

A. No, although his behavior is offensive, it is not sexual in nature.

B. Yes, because Geoff is reasonably offended.

C. Yes, Geoff cannot complete his work due to Paul’s behavior.

Select the best answer(s) then compare your response to the explanation below.7

7 The best response to Review Question # 7 is A. Here, Paul’s behavior is offensive, persistent, and it prevents Geoff from completing his work. However, the offensive activity does not involve sexually inappropriate behavior. Although this disrespectful behavior may require manager or HR intervention, the behavior is not actionable as creating a hostile work environment for sexual harassment purposes. Although answers B and C are true statements, for the reasons above, this behavior does not amount to sexual harassment.
CTA Policies and Procedures for Reporting Sexual Harassment

There are many ways an employee can address sexual harassment.

Sometimes an employee can resolve sexual harassment on his/her own. An individual who finds a person’s behavior or language to be offensive should ask that person to stop. If the conduct continues or the employee is uncomfortable confronting the individual directly, the employee should report the incident or behavior to his/her supervisor.

Where the person being harassed cannot report the incident to his/her direct supervisor (the employee may be uncomfortable discussing with the supervisor, or the supervisor may even be the harasser), the employee may report the incident to the CTA’s HR Manager and EEO Officer, Tremaine Maaebry, at 312-681-2638 or tmaebry@transitchicago.com. Sexual harassment may also be reported to the CTA’s Ethics Officer, Stephen L. Wood, at 312-681-2924 or swood@transitchicago.com. In all cases, the individual who receives the complaint must forward it immediately to the CTA’s EEO Officer.

Complaints remain confidential and the CTA makes a reasonable attempt to honor requests for confidentiality consistent with legal requirements. The CTA promptly and thoroughly investigates allegations of sexual harassment, and provides the employee with a final resolution of the complaint, consistent with the employee’s confidentiality request. Every employee must cooperate with a CTA investigation, if requested.

The intentional filing of a false harassment claim is a violation of the CTA’s Sexual Harassment and Related Retaliation Complaints Policy, AP 1605. An employee who files a false harassment claim is subject to disciplinary action, up to and including termination.

Other Ways to Report Sexual Harassment

Employees who believe they are victims of sexual harassment have specific rights under the Illinois Human Rights Act. An employee has the right to file a charge of harassment with the Illinois Department of Human Rights (“IDHR”). Usually, the IDHR will investigate the charge and may hold a fact-finding conference to gather more information necessary for completing the investigation. The IDHR is located at the James R. Thompson Center, 100 W. Randolph St., 10th Floor, Chicago, IL 60601, and its phone number is 312-814-6200. Employees may file a charge in writing. Further information on this process is located on the IDHR website:

https://www.illinois.gov/dhr/FilingaCharge/Pages/default.aspx
At any time, employees may file a complaint with the Office of Executive Inspector General of the State of Illinois ("OEIG"). To file a complaint with the OEIG, please use one of the following means:

(1) Call 866.814.1113;
(2) Fax 312.814.5479;
(3) TTY 888.261.2734;
(4) Log in to www.inspectorgeneral.illinois.gov and click on "complaints"; or
(5) Mail your complaint to one of the OEIG offices:

Office of Executive Inspector General
Attn: Complaints Division
69 West Washington, Suite 3400
Chicago, Illinois 60602

Office of Executive Inspector General
Attn: Complaints Division
607 East Adams, 14th Floor
Springfield, Illinois 62701
Review Question # 8

Joyce works in an office with Steve and Kate. Steve and Kate repeatedly ask Joyce about what type of underwear she wears. On days that she wears a dress, Steve will try to lift up Joyce’s dress in an attempt to look. Joyce has asked them to knock it off and reported the behavior to their manager. Despite this, Steve and Kate continue. Joyce is offended by the behavior and feels threatened by her co-workers. She addresses the issue with her co-worker’s manager again, who tells her that she should not let the harmless “locker room talk” offend her. Does Joyce have additional recourse?

A. Yes, she can file a formal complaint with the EEO Officer, Ethics Officer, IDHR, EEOC, and/or OEIG. If she feels her safety is threatened, she should contact the police and request not to work near Steve and Kate.

B. No, she can file a claim only with Steve and Kate's manager.

C. No, her co-workers did not create a hostile work environment.

Select the best answer(s) then compare your response to the explanation below.  

8 Answer A is correct. Joyce is entitled to come to work and not be inappropriately touched and harassed by co-workers. Unfortunately, Steve and Kate’s manager has failed to take appropriate action regarding this serious conduct. Joyce can file a complaint with the EEO Department or Ethics Officer, and an employee may also file a complaint with external agencies, such as the IDHR or OEIG. Steve and Kate’s behavior is sexually inappropriate and severe and pervasive, and Joyce and any witnesses to the conduct should seek immediate assistance to resolve this matter while the complaint is being investigated. If Joyce feels unsafe she should call the police. Answer B is incorrect. Answer C is incorrect. Here, Joyce was reasonably offended by her co-workers’ behavior and asked them to stop. They did not do so, and she informed her manager of the behavior. The manager took no corrective action despite the complaint.
Consequences for Violating the Prohibition on Sexual Harassment

State employees who engage in sexual harassment, who make false reports of sexual harassment, or who obstruct, interfere with, or fail to cooperate with investigations into alleged sexual harassment are subject to significant penalties, including fines, with discipline up to and including termination, and even criminal charges.

Sexual Harassment in Violation of the Ethics Act

Any person who violates the prohibition on sexual harassment that is found in the Ethics Act:

- May be fined up to $5,000 per offense by the Executive Ethics Commission;
- Is subject to discipline and/or termination by the CTA; and
- May also have fines or penalties imposed by a State or federal agency or court (such as if a charge was filed with the IDHR or in court, and the IDHR or a court determined that improper harassment occurred).

5 ILCS 430/50-5(g).

Consequences for Knowingly Making a False Report of Sexual Harassment

The Executive Ethics Commission ("EEC") may levy a fine of up to $5,000 against any person who intentionally makes a false, frivolous, or bad faith allegation. 5 ILCS 430/50-5(e). Further, any person who intentionally makes a false report alleging sexual harassment to the OEIG, EEC, or to certain law enforcement agencies or officials is guilty of a misdemeanor. 5 ILCS 430/50-5(d). Similarly, an employee who knowingly makes a false complaint violates the CTA’s Sexual Harassment and Related Retaliation Complaints, AP 1605, and is subject to discipline, up to and including termination.
Review Question # 9

Even though he is not qualified, Chuck is seeking a promotion within his department and more pay. After making repeated requests, Chuck’s supervisor—Nicole—tells him that he is not getting a promotion or a pay raise. Chuck is upset and files a sexual harassment claim with his EEO Officer, alleging that Nicole is retaliating against him because he refused to date her. Chuck knows that this is not true. The EEO Officer investigates Chuck’s claim, and makes no finding against Nicole. Did Chuck’s filing of a false report violate CTA policy?

A. No, because Nicole suffered no consequences after the false report.

B. Yes, he violated the CTA’s Sexual Harassment and Related Retaliation Complaints Policy, AP 1605, which prohibits filing a false sexual harassment claim.

C. No, because he did not report the claim to his Ethics Officer.

Select the best answer(s) then compare your response to the explanation below.  

Answer B is correct. The CTA’s AP 1605 prohibits the filing of fraudulent sexual harassment claims. (In addition, filing a fraudulent sexual harassment claim violates the Ethics Act.) Filing a false claim may subject Chuck to discipline, up to and including termination of employment. Answer A is incorrect. Even though Nicole was not found to have committed retaliation, Chuck’s actions violated CTA policy. Answer C is incorrect, because filing a false report with the EEO Office violates CTA policy and the Ethics Act.
Information About Retaliation

Retaliation against individuals who report sexual harassment or who participate in investigations and other proceedings is strictly prohibited by the Ethics Act, the Illinois Human Rights Act, and the Whistleblower Act.

Retaliatory action means reprimand, discharge, suspension, demotions, denial of promotion or transfer, or change in the terms or conditions of employment of any CTA employee that occurs in retaliation for an employee’s involvement in these protected activities. These are examples of retaliatory conduct.

Under the Ethics Act, 5 ILCS 430/15-5 et seq., a CTA employee cannot take retaliatory action against a CTA employee who (1) reports allegations of sexual harassment, (2) provides information or testifies in connection with an investigation, hearing, or other inquiry, or (3) participates in a proceeding to enforce the Ethics Act. If retaliatory action occurs, the OEIG can investigate this matter and recommend discipline. An employee can also bring a lawsuit pursuant to the Ethics Act. Anyone who intentionally violates this prohibition on retaliation is guilty of a misdemeanor and is subject to discipline or discharge. 5 ILCS 430/50-5(a), (f).

Under the Illinois Human Rights Act, it is a civil rights violation to retaliate against someone who “has opposed that which he or she reasonably and in good faith believes to be unlawful... sexual harassment in employment.” 775 ILCS 5/6-101(A).

Under the Illinois Whistleblower Act, 740 ILCS 174 et seq., “[a]n employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.” 740 ILCS 174/15(b).

Remedies available in a civil lawsuit if retaliation occurs may include:

- Reinstatement of employment;
- Two times back pay;
- Interest on back pay;
- Reinstatement of fringe benefits and seniority rights; and
- Payment of reasonable costs and attorneys’ fees.
Review Question # 10

Sarah works at the CTA from 8:00am to 5:00pm, Monday through Friday. Don supervises Sarah. Every day at lunch, Don would inappropriately touch Sarah’s rear end as she walked by. Don also repeatedly asked Sarah out on dates, which she declined every time. Sarah reported Don’s conduct to the EEO Office.

After Sarah filed a complaint with the EEO Office about Don’s conduct, Don learned about it when he was interviewed by EEO staff. The next day, Don changes Sarah’s work hours so that she is only working midnight until 4:00am on Saturday and Sunday. The change will drastically affect Sarah’s weekly pay. Does Sarah have a retaliation claim?

A. No, because Don (as a supervisor) has a right to change Sarah’s work hours.

B. Yes, because Sarah reported Don to the EEO Office, and it appears that she was retaliated against due to filing that complaint.

C. No, because Sarah did not lose her job.

Select the best answer(s) then compare your response to the explanation below.¹⁰

¹⁰ The best response to this question is Answer B. Sarah cannot be retaliated against for filing a complaint with the EEO Office, and it appears that Don’s conduct in changing Sarah’s work schedule was retaliatory. Answer A is incorrect because here it appears that the change in working conditions was done in retaliation for filing a sexual harassment complaint. Answer C is incorrect because retaliation can include a change in work conditions.
Acknowledgement of Participation

Printed Name
(first, middle initial, last)

Employee ID Number

Month and Day of Birth
(for example, July 15)

Today's Date

CTA

Employer

2019 Ethics Training
for Employees of the CTA

I certify that I have carefully read and reviewed the content of, and completed, the 2019 Ethics Training for Employees of the CTA. Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of CTA employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation.

Employee Signature

2019 Sexual Harassment
Training for Employees of the CTA

I certify that I have carefully read and reviewed the content of, and completed, the 2019 Sexual Harassment Training for Employees of the CTA. Furthermore, I certify that I understand that my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of CTA employment/appointment, administrative fines, and possible criminal prosecution, depending on the nature of the violation.

Employee Signature

(To be properly credited for participating in these trainings, please submit this form as directed by your employer.)