Workplace Harassment Prevention Policy

The Office of the Comptroller is firmly committed to maintaining a workplace free of harassment or any form of coercion that diminishes the dignity of its employees. It is the responsibility of each individual to refrain from any form of harassment, and it is the right of each individual employee to work in an environment that is free from any form of harassment.

The Office recognizes that an environment free from any form of workplace harassment facilitates healthy working relationships among its employees, maintains good working conditions, and increases productivity. The Office does not tolerate harassment of its employees or others based on or related to race, color, religion, gender, marital status, national origin, ancestry, age, disability, military status, citizenship status, unfavorable discharge from the military service, sexual orientation, or any other basis prohibited by Federal and State law.

Employees are encouraged to report incidents of workplace harassment against themselves or against other employees to the EEO Officer, the Director of Human Resources, their immediate supervisor or any member of management, the Ethics Officer or the Comptroller’s Executive Inspector General. All harassment complaints shall be made within (30) thirty days of the alleged harassment, may be made either orally or in writing, and may be made confidentially. Harassment complaints may also be filed within 180 days with the Illinois Department of Human Rights (www.illinois.gov/dhr) and 300 days with the U.S. Equal Employment Opportunity Commission (www.eeoc.gov).

False and frivolous harassment complaints will not be tolerated. False and frivolous complaints refer to cases where the accuser is using a harassment complaint to accomplish something other than stopping harassment. It does not refer to complaints made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and/or frivolous charge is a severe offense that can itself result in disciplinary action.

Additionally, the Office of the Comptroller prohibits retaliation, in any manner, against an individual making a harassment complaint. Individuals making a harassment complaint who feel they are being retaliated against, may have protections under the State Officers and Employees Ethics Act, the Whistleblower Act and the Illinois Human Rights Act.

Prevention & Training:

Each employee of the Office of the Comptroller will complete a preventing harassment training within 30 days of the time of hire and at least annually, thereafter. The training shall include, at a minimum, the definition of harassment, including specific examples which shall include sexual harassment; details and options on how to report a complaint; definition and examples of retaliation for reporting, including specific example and protections under the State Officials and Employees Ethics Act, the Whistleblower Act and the IL Human Rights Act; and potential
consequences of a violation of the prohibition on harassment and consequences for knowingly making a false report.

Examples of Harassment (examples include, but are not limited, to the following):

A. Sexual harassment: Sexual harassment is unlawful in the State of Illinois and will not be tolerated in the work environment. For the purposes of this policy, sexual harassment includes any type of sexually oriented conduct that is unwelcome, inappropriate, and personally intimidating, hostile, or offensive. Sexual harassment may be defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 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.

1. Unwelcome and Offensive Behavior

Under the Illinois Human Rights Act, the fact that an employee does not openly object to others’ actions or words does not prove it was welcome. Harassment may occur even if the individual originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees should be sensitive to the feelings and beliefs of other employees.

2. Prohibited Conduct

Sexual harassment is not limited to any class or level of employee and may be directed against a particular person, persons, or group. Both males and females may be victims of sexual harassment. There is a broad range of conduct by supervisors and co-workers that can, in certain circumstances, be considered sexual harassment in employment. Examples of sexually harassing conduct include, but are not limited to:

- **Verbal Harassment:** Sexually suggestive or offensive remarks or innuendoes, insults, rumors, and jokes about sex, anatomy, or gender-specific traits; subtle or direct propositions or pressure for sexual favors; unwelcome flirting; threats; repeated requests for dates; statements about other employees, even outside of their presence, of a sexual nature; and all statements that demean women or men; and sexually suggestive or offensive memos, messages, or e-mails.

- **Non-Verbal:** Sexually suggestive or insulting sounds, such as whistling, leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, smacking, or “kissing” noises.

- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, nude and semi-nude
pictures, sexually-oriented magazines, sexually offensive cartoons, and other words or pictures of a sexually suggestive nature.

- **Physical**: Touching another person in a sexually suggestive way; touching another so as to invade their personal space; intentional touching of others’ breasts, genital area, or derrières; intentionally positioning oneself so as to inappropriately view another’s body; unwelcome hugging, kissing, pinching, or rubbing the body; coerced sexual intercourse; and actual assault.

3. The Role of Gender in Sexual Harassment

The harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, if the harassment is sexually-based or because of the gender of the employee. While the most commonly recognized forms of sexual harassment involve the types of conduct described in Section 2, gender based harassment can also constitute a violation of applicable laws when that conduct is directed at the victim because of his or her gender. For example: a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and/or her equipment disabled by her male co-workers because they resent having to work with a woman.

B) Harassment Based on Race, Color, Religion, National Origin, Age, Sexual Orientation, and Disability

1. **Unwelcome and Offensive Behavior**: Unwelcome statements, name-calling, or other verbal or physical conduct based on an employee’s race, color, religion, national origin, age, sexual orientation, or disability may be discrimination under Federal and State laws if:

   - Submission to such conduct is used or threatened to be used either explicitly or implicitly as a factor or condition of an individual’s continued employment, promotion, or other condition of employment (this may occur by clearly stated acts or words, or implied acts or words); or

   - Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant; or

   - Such conduct is intended to interfere or results in interference with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

2. **Prohibited Conduct**: Examples include, but are not limited to:

   - Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age, sexual orientation, or disability; and

   - Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, sexual orientation, or disability and that is displayed on walls, bulletin boards or other
locations on the employer’s premises or circulated in the workplace.

C) General Information

The most severe and overt forms of harassment are easier to determine. Other forms of harassment may be more subtle and depends to some extent on individual perception and interpretation. Harassment may be assessed by a standard of what would offend a “reasonable person.”

For this reason, every supervisor and employee must remember that seemingly “harmless” and subtle actions may lead to a harassment complaint. While certain actions or terms may be acceptable to many, the same action or use of terms may be objectionable to others.

The Office’s EEO Officer and/or the Ethics Officer is available to consult with supervisors and employees on any issues or questions related to harassment in any form.
Policy Reporting Requirements:

A. Supervisors

Because of the fiduciary nature of their position, supervisors have an obligation to be especially vigilant in eliminating any employee discrimination or harassment. Supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct in which he or she did not directly observe. Any supervisor who is aware of, is made aware of, or reasonably should be aware of, discriminatory or harassing conduct toward an employee, whether or not anyone has complained about it, is required to promptly address the incident and:

- Offer to assist the employee;
- Inform the employee of the right to file a complaint;
- Observe strict confidentiality;
- Ensure that no retaliation will result against an employee making a harassment complaint;
- Promptly advise the EEO Officer of the report of alleged discrimination or harassment.

Any supervisor who fails to follow this policy may be subject to discipline, up to and including discharge.

The Office’s EEO Officer and/or the Ethics Officer is available to consult with supervisors on any issues or questions related to reporting harassment in any form.

B) Employees

Employees who believe they are being subjected to discrimination or workplace harassment or who have knowledge of discrimination, harassment or the existence of an offensive work environment are encouraged to report such conduct as soon as they become aware of it. Employees should report to any member of management or specifically to:

- The EEO Officer;
- The Director of Human Resources;
- The Ethics Officer
- The Comptroller’s Executive Inspector General

The Office’s EEO Officer and/or the Ethics Officer is available to consult with employees on any issues or questions related to reporting harassment in any form.
Complaint and Investigation Procedures

A. Purpose and Goal

The IOC intends these procedures to help its employees prevent and resolve any discrimination or harassment issues they might encounter during their employment with the Office of the Comptroller. The objective is to promote the well-being of its employees by providing them with a discrimination-free and harassment-free workplace and to ensure that the Office is in compliance with Federal and State laws.

The use of the EEO complaint investigation procedure, as set forth below, does not preclude the right of an employee to: 1) file a complaint with the Illinois Department of Human Rights (within 180 days), 2) the Equal Employment Opportunity Commission (within 300 days), 3) seek investigation by the Executive Inspector General, 4) any other State or Federal agency with jurisdiction over such claims, 5) consult with a private attorney, or 6) use the appropriate grievance procedure.

The filing of a complaint alleging discrimination or workplace harassment may not be used as a basis for future retaliation adversely affecting the rights of an employee. (Employees making a harassment complaint who feel they are being retaliated against, may have protections under the State Officials and Employees Ethics Act, the Whistleblower Act and the Illinois Human Rights Act.)

Nothing in this policy is to be construed to limit or impair the Office of the Comptroller’s right to take immediate disciplinary action or other necessary means to remedy circumstances that it deems may pose a threat to the health, safety, and welfare of its employees.

B. Confidentiality

To the extent practical and appropriate under the circumstances, the EEO Officer will endeavor to be discreet during the filing and investigation process. Employees should be aware, however, that it is the EEO Officer’s responsibility, by virtue of the policy of the IOC, to effectively eliminate any discrimination or workplace harassment of employees. To that end, in response to an employee’s report of discrimination or workplace harassment, the EEO Officer must necessarily balance the concerns of the reporting employee, the requirements of the law, the IOC’s mandate to eliminate discrimination and workplace harassment, and the EEO Officer’s responsibility to complete an accurate and objective investigation. It may therefore be necessary to continue with an investigation on behalf of the IOC even though an employee may not wish to proceed.

C. The Process

It is the responsibility of the EEO Officer to investigate reports of discrimination or workplace harassment, to process complaints, to make findings of fact, and to recommend solutions to prevent and eliminate discrimination or workplace harassment.

The EEO Officer will promptly initiate a thorough investigation of an allegation of discrimination or harassment cited in a complaint. As part of the process to determine the
merits of the complaint, the EEO Officer will promptly document the information employees provide in a complaint and verify it with the relevant supervisory personnel, staff, and witnesses to the alleged discriminatory employment practice or instance of workplace harassment.

D. The Forms
The EEO Officer may use either the “Discrimination Complaint Form” or the “Workplace Harassment Complaint Form” to gather pertinent information from employees about alleged discrimination or workplace harassment. (These forms can be found at the end of this section, on the IOC Intranet/Human Resources Forms, from the EEO Officer or from the Office of Human Resources.) The appropriate form must be completed and returned to the EEO Officer in order for a formal investigation to begin. However, employees who believe they might have an issue, but are uncertain, are urged to contact the EEO Officer for a discussion of their situation.

Immediately upon receipt of the completed form, the EEO Officer will review its contents with the employee to determine if the employee has provided all the necessary information. If employees need help, or the information they provide is incomplete or unclear, the EEO Officer will provide assistance in completing the form.

E. The Procedures

The EEO Officer has the responsibility to promptly investigate all complaints of discrimination and workplace harassment. The Office may assign an investigator to assist the EEO Officer.

An employee should follow the steps described below to report the discrimination or workplace harassment and initiate a formal complaint.

Step One: Complete and return the appropriate “Discrimination Complaint Form” or “Workplace Harassment Complaint Form” describing the discriminating or harassing behavior to the EEO Officer.

Step Two: The EEO Officer will promptly interview and verify the information with all relevant personnel in order to document the merits of the discrimination or workplace harassment charge. The interviews will include the employee(s) named in the complaint, who will have the opportunity to provide a written statement regarding the alleged conduct, and any other employees whom the EEO Officer may deem to have relevant information.

Step Three: The EEO Officer will, within sixty (60) days or sooner of the completion of the investigation, complete a written report outlining the findings of fact, which shall
include a finding that discrimination or workplace harassment occurred, did not occur, or the evidence was insufficient to support a finding of whether or not discrimination or workplace harassment occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) toward whom the suspected discrimination or workplace harassment was directed, the employee(s) suspected of the discrimination or workplace harassment, and the Director of Human Resources. The time limit may be extended by the Director of Human Resources should the circumstances warrant.

**Step Four:** If at the conclusion of the investigation, the EEO Officer determines that there exists reasonable cause to believe that discrimination or workplace harassment may have occurred, the EEO Officer shall submit a written notice of the determination to the Director of Human Resources and the Chief General Counsel or their designee with the EEO Officer’s findings and recommendations to resolve the complaint. The recommendations may include conciliation measures, appropriate discipline up to and including discharge of any employee who has violated the policies of the Office, or a combination of both.

- **Conciliation Efforts**
  If recommended and approved, the EEO Officer will conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a resolution. A conciliation conference may be convened during which the parties may discuss the offending conduct, propose options, and agree to a resolution of the complaint.

  If the complaint is not satisfactorily resolved at this level, the EEO Officer shall document the efforts made to resolve the complaint and complete a written report that explains why the parties were unable to agree to a resolution. The EEO Officer shall forward the written report of the findings, conciliation efforts, and proposed resolution to the Director of Human Resources and the Chief General Counsel or their designee for final review, approval or other determination. The Director of Human Resources and the Chief General Counsel or designee shall make known to the EEO Officer and the parties to the conciliation effort the final determination and official position of the Office within a reasonable time after receipt of the EEO Officer’s written report.

- **Discipline**
  Disciplinary actions may be taken against employee(s) found to have engaged in discrimination or workplace harassment. The Office of the Comptroller reserves the right to apply any discipline or combination of sanctions, up to and including termination, to deal with the offensive
conduct. The possibilities include, but are not limited to: referral to counseling; written reprimand; transfer; suspension (with or without pay); termination; and referral to the criminal justice system. The Office of the Comptroller will take all steps necessary to eliminate discrimination and workplace harassment in the working environment of its employees.

**Step Five:** After six (6) weeks and again after six (6) months, the EEO Officer will follow up with the employee to determine whether the alleged discriminatory employment practice or workplace harassment has reoccurred. If there has been a reoccurrence or retaliation, an investigation will be conducted, and where indicated, appropriate sanctions will be levied.

The EEO Officer will maintain written records of the complaint, investigation, follow-up, and resolution in a confidential file for an appropriate time period as the Director of Human Resources may determine.

**F. False Accusations**

False and frivolous charges refer to cases where the accuser is using a discrimination or harassment complaint to accomplish some end other than stopping the discrimination or harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

**G. Other Complaint Procedures**

In addition to the internal process set forth herein, persons subjected to discrimination or workplace harassment may seek legal recourse by utilizing the investigative and complaint process of the Illinois Department of Human Rights and the U.S. Equal Employment Opportunity Commission. They may be contacted at the locations listed below:

**Illinois Department of Human Rights**

www.illinois.gov/dhr
222 South College, Room 101A
Springfield, Illinois 62706
(217) 785-5100 (Voice)
(217) 785-5125 (TTY)

**Illinois Department of Human Rights**

www.illinois.gov/dhr
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601
(312) 814-6200 (Voice)
(312) 263-1579 (TTY)

*Equal Employment - 68*
Illinois Department of Human Rights
www.illinois.gov/dhr
2309 W. Main Street, Suite 112
Marion, Illinois 62959
(618) 993-7463

Equal Employment Opportunity Commission
www.eeoc.gov
500 West Madison, Suite 2800
Chicago, Illinois 60661
(312) 353-2713 (Voice)
(312) 353-2421 (TTY)
**Discrimination Complaint Form**

To be completed by complainant. Please print or type. If necessary, use additional pages. Return completed form to the appointed EEO Officer pursuant to the EEO Policy.

<table>
<thead>
<tr>
<th>Complainant's name &amp; job title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work phone number:</th>
<th>Immediate supervisor:</th>
</tr>
</thead>
</table>

**Dates discrimination took place:**

**Discrimination based on (check all appropriate boxes):**

- Race
- Sex
- Religion
- National Origin
- Unfavorable Military Discharge
- Disability
- Retaliation
- Ancestry
- Military Status
- Age
- Sexual Orientation
- Citizenship Status
- Other
  (Specify: ____________)

**The discrimination took place in connection with:**

- Interview
- Hiring Selection
- Promotion
- Downward Allocation
- Compensation
- Transfer
- Layoff
- Disciplinary Action
- Training Opportunity
- Other
  (Specify: ____________)

**Please describe the alleged discriminatory employment practice or incident:**

**Names and titles of those who committed the allegedly discriminatory action:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Please attach any supportive evidence of the discrimination described above. Have you attached such evidence? Yes _____ If yes, please explain below. No _____

**Have you notified your supervisor of the above discriminatory action? If so, please provide the date and description of any effort to resolve the complaint.**

<table>
<thead>
<tr>
<th>Complainant's signature:</th>
<th>Today's date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EEO Officer's signature:</th>
<th>Date received:</th>
</tr>
</thead>
</table>

Equal Employment - 70
Workplace Harassment Complaint Form

To be completed by complainant. Please print or type. If necessary, use additional pages. Return completed form to the appointed EEO Officer pursuant to the EEO Policy.

<table>
<thead>
<tr>
<th>Complainant’s name &amp; job title:</th>
<th>Department:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work phone number:</th>
<th>Immediate supervisor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) harassment took place:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date harassment was reported:</th>
</tr>
</thead>
</table>

Please describe each of the alleged harassing employment practices or incidents. Include descriptions of behavior and dates for each incident. Include approximate dates if you do not have a specific recollection:

<table>
<thead>
<tr>
<th>Names and titles of those who committed the alleged harassment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ___________________________ Title: ___________________</td>
</tr>
<tr>
<td>Name: ___________________________ Title: ___________________</td>
</tr>
</tbody>
</table>

Please attach any supportive evidence of the alleged harassment described above. Have you attached such evidence? Yes ___ If yes, please explain below. No ___

What was your reaction to the alleged harassment?

Have you notified your supervisor of the conduct described above? If so, please provide the date and description of any effort to resolve the complaint.

<table>
<thead>
<tr>
<th>Complainant’s signature:</th>
<th>Today’s date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EEO Officer’s signature:</th>
<th>Date received:</th>
</tr>
</thead>
</table>
NEW EMPLOYEE ETHICS TRAINING

GIFTS; ATTENDING EVENTS

Illinois law makes it illegal for state officers, state workers, members of the General Assembly, and their spouses or immediate family members who live with them to accept gifts or ask for gifts from anyone who might want something from them because of their position with the state.

There are 12 exceptions to this rule. For example, you can accept

- a gift from a close relative,
- an inheritance,
- a gift from another government employee,
- educational materials,
- political contributions made according to Illinois law,
- a gift from a personal friend unless you believe your friend is giving it because of your position with the State,
- food and drinks if you consume them at the place where they were bought and if the total cost is not more than $75 on any single calendar day,
- travel expenses for a meeting related to your state job,
- opportunities that are also open to the general public (like a free concert in the park),
- promotional items like a cap with a company logo on it if it costs less than $10
- anything you pay market value for
- any item or items that have a cumulative total value of less than $100 during any calendar year

To determine whether you can accept a gift, consider the giver. Is it someone who

a. Does business, or wants to do business with someone you work for?

b. Is involved in activities that you or someone you work for is responsible for regulating?

c. Wants you or someone you work for to take some sort of official action (such as approving a license or selecting a person for a contract) or would have an interest in whether someone does or does not perform their official duties?

If the answer is yes to any of these questions, you may only accept the gift if it fits within one of the exceptions to the gift ban listed above. If you are uncertain as to whether a gift may be accepted, you should consult the IOC’s Ethics Officer. In any event, it is not a violation of the Gift Ban if you return a banned gift to its source or give the gift or an amount equal to its value to an appropriate charity.
PLEASE NOTE: To avoid any questions of impropriety, the IOC encourages the best practice of not accepting any gifts received in the course of or within the scope of employment, regardless of whether the gift fits an exception to the Gift Ban or not.

Scenario - Which gift should you NOT accept?

(1) A vendor who wants her payments from the state expedited offers to take you and your spouse out to dinner.
(2) A funeral director who operates an IOC licensed funeral home sends you a Christmas present.
(3) Your brother-in-law gives you a sweater for your birthday.
(4) A local government official seeking expedited payments gives you a free ticket to see the Cardinals play the Cubs.

Answer:

#1 -- is not something you should accept, since the vendor may have ulterior motives for the dinner.
#2 - is probably unacceptable since the IOC regulates funeral homes. Accepting this gift may give the appearance of impropriety. You should consult your ethics officer prior to accepting this gift.
#3 - you can always accept a gift from a close relative.
#4 - is unacceptable.

POLITICAL ACTIVITIES

It is unlawful to use state property for political activities or to conduct any political activities during state work hours. For example, you cannot use state work hours or state property to:

- help organize or prepare for a political meeting or other event
- ask for money for a political purpose
- sell or distribute tickets for a political meeting or event
- work at the polls on behalf of a particular party or candidate
- use or threaten to use your influence as a state worker or officer to convince someone else to take political action
- ask any employees that you supervise to do any of these activities
- start or circulate a petition in support of a particular candidate or political issue
- give money or hand out campaign literature on behalf of a particular candidate or issue
- solicit votes on behalf of any candidate or referendum question
- work on any campaign for a candidate or referendum question
- serve as a delegate to a political party convention
- participate in the recount or challenge to the outcome of an election
- conduct, plan or participate in a survey or public opinion poll in connection with a campaign or for any political purpose
State property is considered the office you work in, your computer, your office telephone or state-issued cell phone, the office photocopy machine, the office fax machine, your state issued e-mail account, your personal e-mail account if you use your office computer to check it.

State work hours are any hours the state is paying you. This does not include your lunch hour because it is unpaid, but it does include your break because it is paid. If you do political work during your lunch hour, you should be extra careful not to use state property in the process.

Scenario - Which activity is acceptable?

(1) Asking a co-worker to attend a fundraiser for your sister who is running for state representative when you bump into your co-worker running errands on Saturday.
(2) Photocopying a petition at work for your sister who is running for state representative during your lunch hour.
(3) Making a list at work of people who will attend a volunteer meeting for your sister who is running for state representative.
(4) Making calls from your state telephone asking your friends to vote for your sister running for state representative during a scheduled break.

Answer:

#1 - This is acceptable since the solicitation takes place on a non-workday and does not involve any state property.
#2 - Although this activity is on your lunch hour it involves the use of state property and is prohibited.
#3 - This is political activity during work hours and is prohibited.
#4 - This is unacceptable because you are on your paid break and you may never use your state issued telephone to make political calls.

BRIBERY; SOLICITATION MISCONDUCT; OFFICIAL MISCONDUCT; CONFLICTS OF INTEREST

Bribery is when a state official or employee accepts something of value or a personal advantage in exchange for taking some official action. Bribery does not have to involve cash. A state employee bribery is a Class 2 felony. A public officer or public employee that fails to report a bribe to the State Police commits a Class A misdemeanor.

Solicitation misconduct is when an employee asks for or receives political contributions from a person whose business is regulated by the employee or employee's agency. Solicitation misconduct is a Class A misdemeanor. A state employee convicted of solicitation misconduct forfeits their employment.

Official misconduct is committed when you knowingly do something against the law or deliberately fail to do something that the law says it is your duty to do; for example, if you are a cemetery care auditor and fail to note audit findings that exist during a routine audit. It is also official misconduct to do something you are not authorized to do to benefit yourself; for
example, if you let a car dealer know you work for the state to get a better deal or ask for or accept money or something of value in exchange for doing a favor. A public officer or state employee convicted of official misconduct forfeits their employment and commits a Class 3 felony.

Conflicts of interest occur when your own interests conflict with the interests of the state. A conflict of interest could lead you to put your own interests before your duties to the state, or at least make it look that way to the public. Some examples are holding a second job that interferes with your ability to do your regular job; hiring a supplier or contractor managed or owned by a relative or close friend; owning stock or having some other financial interest in a company that does business with the state; or serving as a board member of a company or organization that does business with the state.

Employees are to perform only their duties for the Office of the Comptroller during working hours. Conducting a private business or enterprise on office time, on office property, or using office equipment is prohibited. Employees are also prohibited from engaging in non-work-related activities such as commercial solicitation and collective bargaining activities other than those specifically authorized by the Collective Bargaining Contract.

Any outside employment or business activity must not conflict with the discharge of official duties or responsibilities. Outside or employment or business activities that conflict with the discharge of official duties or responsibilities are prohibited.

TIMESHEETS

All Comptroller employees must submit timesheets to their supervisor every 2 weeks documenting time spent on State business. Supervisors must then review the timesheets, compare it to any Official Leave Request Forms or other documentation and if accurate sign the timesheet and send to Human Resources. If there are any discrepancies, the supervisor should discuss them with his or her employee.

These timesheets are to have the employee's and supervisor's original signatures. These signatures affirm the accurate time spent on State business.

WHISTLEBLOWER PROTECTION

An employee who has information that he or she reasonably believes constitutes a violation of state or federal laws or regulations established by this Office, shall report this to his or her supervisor immediately upon obtaining this information.

Employees who report, disclose, threaten to report or disclose, testify against or participate in an investigation against an officer, member, state employee or agency for a violation of any rule, regulation or law are protected under the State Officials or Employees Ethics Act and by this Office. No retaliation against a whistleblower will be allowed.
Sec. 5-10.5. Sexual harassment training.

(a) Each officer, member, and employee must complete, at least annually beginning in 2018, a sexual harassment training program. A person who fills a vacancy in an elective or appointed position that requires training under this Section must complete his or her initial sexual harassment training program within 30 days after commencement of his or her office or employment. The training shall include, at a minimum, the following: (i) the definition, and a description, of sexual harassment utilizing examples; (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) the definition, and description of, retaliation for reporting sexual harassment allegations utilizing examples, including availability of whistleblower protections under this 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. Proof of completion must be submitted to the applicable ethics officer. Sexual harassment training programs shall be overseen by the appropriate Ethics Commission and Inspector General appointed under this Act.

(b) Each ultimate jurisdictional authority shall submit to the applicable Ethics Commission, at least annually, or more frequently as required by that Commission, a report that summarizes the sexual harassment training program that was completed during the previous year, and lays out the plan for the training program in the coming year. The report shall include the names of individuals that failed to complete the required training program. Each Ethics Commission shall make the reports available on its website.

(Source: P.A. 100-554, eff. 11-16-17.)