



Quick Key Handout

This section outlines the Tollway's Employee policies and procedures regarding harassment, discrimination, and bullying within the workplace. The key points are as follows:

1. **General Policy:** The Tollway is committed to a harassment and discrimination-free work environment, both during and outside business hours. Any form of harassment or discrimination will not be tolerated, and those found guilty may face disciplinary action, including discharge. False accusations are also taken seriously.
2. **General Harassment:** Harassment includes verbal or physical conduct that creates an intimidating, hostile, or offensive work environment, interferes with work performance, or adversely affects employment opportunities. This encompasses various forms of offensive behavior, such as slurs, threats, jokes, or offensive material.
3. **Sexual Harassment:** The Tollway condemns and does not tolerate sexual harassment, which involves unwelcome sexual advances or conduct, creating a hostile work environment, or using such behavior for employment decisions. It covers various forms of verbal, nonverbal, visual, physical, and electronic misconduct.
4. **Discrimination:** Discrimination based on various protected characteristics, including race, religion, gender, and more, is prohibited.
5. **Responsibility of Employees:** All employees are encouraged to promptly report incidents of suspected harassment, discrimination, or retaliation, regardless of the offender's identity. Failure to cooperate with an investigation may have legal consequences.
6. **Responsibility of Supervising Personnel:** Supervisors must maintain a harassment and discrimination-free workplace, report observed or alleged incidents, and ensure there is no retaliation against those making complaints.
7. **Procedures for Reporting Harassment or Discrimination:** Employees are encouraged to address suspected incidents directly, inform their supervisor, report to the EEO Officer, and cooperate in investigations. Delayed reporting may impact the investigation.
8. **Protection from Retaliation:** Retaliation against employees who report harassment or discrimination is forbidden and may lead to disciplinary action.
9. **Bullying Behavior:** The Tollway also condemns bullying behavior, which involves repeated mistreatment, verbal abuse, offensive conduct, work interference, or sabotage. Complaints related to protected categories should be reported to the EEO Officer. Employees engaging in bullying may face disciplinary action, including termination.
10. **Disability Accommodations:** The Tollway is committed to treating qualified individuals with disabilities in a non-discriminatory manner throughout the employment process.



This section outlines the laws and/or regulations, pertaining to Illinois Tollway, regarding harassment, discrimination, and bullying within the workplace. They are as follows:

Title VII of the Civil Rights Act of 1964

This legislation prohibits discrimination based on specific protected characteristics, including race, color, sex, religion, or national origin.

State Officials and Employees Ethics Act (5ILCS430/5-10.5)

Under the Illinois State Officials and Employee Ethics Act officers, members, and employees must complete, at least annually, a sexual harassment training program.

Illinois Human Rights Act (775ILCS5/2-109(B))

Under the Illinois Human Rights Act, it is indeed considered a civil rights violation for any employer to engage in discriminatory practices. This Act prohibits discrimination in employment based on various protected characteristics, including race, color, religion, sex, national origin, ancestry, age, disability, marital status, sexual orientation, gender identity, military status, and unfavorable military discharge status.

The Act also protects individuals from discrimination based on citizenship status or work authorization status. Therefore, an employer in Illinois cannot refuse to hire someone, segregate employees, or engage in harassment based on an individual's citizenship or work authorization status.

It's important for employers to be aware of these provisions and ensure that their employment practices comply with the Illinois Human Rights Act to avoid potential legal consequences.

How to Report:

<p>Illinois Tollway EEO/AA/ADA Officer</p> <p>Sharon Ferguson The Illinois Tollway 2700 Ogden Avenue Downers Grove, IL 60515 630/241-6800, extension 1010 TTY 630/241-6898</p>	<p>Illinois Tollway Office of The Inspector General</p> <p>Office of the Inspector General Illinois Tollway 2700 Ogden Avenue Downers Grove, Illinois 60515</p>	<p>U. S. Equal Employment Opportunity Commission</p> <p>General information about the laws EEOC enforces and filing a charge: 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234- 5122 (ASL Video Phone for Deaf/Hard of Hearing callers only), or info@eoc.gov.</p>	<p>Illinois Department of Human Rights</p> <p>Chicago Office 555 West Monroe Street, Suite 700 Chicago, IL 60661 (312) 814-6200 (866) 740-3953 (TTY) (312) 814-6251 (FAX - Charge Processing)</p> <p>Springfield Office 524 S. 2nd Street, Suite 300 Springfield, IL 62701 (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (FAX)</p>
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