



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF BUSINESS DEVELOPMENT
JB Pritzker, Governor

MICRO Program Annual Sexual Harassment Report

Must be submitted annually by April 15 throughout the term of the related MICRO Agreement

Company Named in MICRO Tax Credit Agreement:			
City/Site:			
Fiscal Year Ended:		MICRO Agreement Date:	

SEXUAL HARASSMENT POLICY

The company named in the MICRO tax agreement certifies that it maintains a written sexual harassment policy which includes all of the following. To confirm that the company's sexual harassment policy incorporates these requirements, place check all that apply.

- ☐ i. A prohibition on sexual harassment as well as the penalties associated with violations;
- ☐ ii. Details on the process of how an individual can report an allegation of sexual harassment, including option for filing a confidential complaint internally with a supervisor, ethics officer or other designated individual, as well as the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights, including contact information;
- ☐ iii. A prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Whistleblower Act, and the Illinois Human Rights Act;
- ☐ iv. The consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report;
- ☐ v. The Company's definition of 'sexual harassment' fully comports with the meaning of that term set forth in 775 ILCS 5/2-101(E); and
- ☐ vi. The Company's policy includes a description a description of sexual harassment, utilizing examples.

Contact information for the individual responsible for the coordination of the company's sexual harassment policy:

NAME	TITLE	EMAIL

SUBMISSION POLICY

The completed *MICRO Program Sexual Harassment Report* must be submitted to DCEO annually throughout the term of the related MICRO Agreement.

- The report is due by April 15.
- The completed report should be submitted with your annual REV submission or emailed to CEO.MICRO@Illinois.gov
- In the "Subject" line, insert the company name and "MICRO Program Annual Sexual Harassment Report"

REFERENCE INFORMATION

1. Whistleblower Act: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2495&ChapterID=57>
2. Illinois Human Rights Act: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2266&ChapterID=64>
3. 775 ILCS 5/2-101 (E) Sexual Harassment:
 - a. "Sexual harassment" means any unwelcome sexual advances or 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 more information, go to: [MICRO Illinois](http://MICRO.Illinois.gov)