



**Internal Audit Division
Finance Department
DeKalb County**

**Human and Community Development
Office of Senior Affairs**

FINAL REPORT

**SEXUAL HARASSMENT
REVIEW**

February 2016

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Finance Department Internal Audit Division

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Executive Officer**

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TRANSMITTAL MEMORANDUM

DATE: February 16, 2016

TO: Allen Mitchell, Director of Community Development/
Interim Director of Human Development

FROM: Cornelia Louis, Deputy Director of Finance-Internal Audit (DIA)

SUBJECT: Office of Senior Affairs

RE: Sexual Harassment Complaint

Attached is the report of the Sexual Harassment investigation, which was conducted due to a hotline complaint. The finding and conclusion in the report was discussed with you on February 16, 2016.

As is customary with our audit work, we do not include the auditee's comments in our report. However, you may consider sending your comments or response directly to the Zachary Williams, Chief Operating Officer/ Executive Assistant.

We appreciate the cooperation and assistance we received from the staff at Office of Senior Affairs during the course of this investigation. If you have any questions about the investigation or this report, please feel free to contact me at 404-371-2639.

Sincerely,

Cornelia Louis

cc: Appendix A



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BACKGROUND INFORMATION

Office of Senior Affairs (OSA) is responsible for managing five Neighborhood Senior Centers located throughout the County: Lithonia, South DeKalb, North DeKalb, DeKalb Atlanta, and Scottsdale. The office is located at Lou Walker Senior Center facility.

As of December 4, 2015, OSA has a staff of 13 employees.

An anonymous complaint was received about the conduct of an employee at Office of Seniors Affairs (OSA). The complaint alleged:

- An OSA employee walked down the hallway saying, "my breasts hurt."
- The same employee sent emails, a while back, more than one year ago, mentioning the employee "needs sex."

The complainant explain, "Myself and others were very offended and felt violated."

The above complaint, if valid, may be a violation of DeKalb County's Non-Discrimination and Anti-Harassment Employment Policy, Section (a), which defines harassment as the following:

Unwelcome sexual advances, requests for sexual favors and other **verbal** or physical conduct of sexual nature when, for example:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment.**

Sexual harassment may include a range of subtle and not subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or request for sexual favors
- Sexual jokes and innuendo
- verbal abuse of sexual nature
- **commentary about an individual's body, sexual prowess or sexual deficiencies**
- leering, catcalls or touching
- **insulting or obscene comments or gestures;**
- display or circulation in the workplace of sexually suggestive object or pictures (including through email)
- other physical, verbal or visual conduct of a sexual nature



OBJECTIVE AND APPROACH

The purpose of our review was to ensure that the mentioned OSA employee did violate the County Anti-Harassment Employment policy.

We reviewed the County's Non-Discrimination and Anti-Harassment Employment Policy; and interviewed Human Resources personnel and approximately 90% of OSA personnel, including the subject of the complaint, employed at OSA a year from the complaint date.

FINDING

All OSA employees interviewed denied receiving emails and hearing comments of sexual nature.

CONCLUSION

Based on evidence reviewed, we find the complaint was unsubstantiated.



Approvals:

Original Signed by:

Cornelia Louis
Deputy Director of Finance
Internal Audit Division
Department of Finance
DeKalb County



Appendix A – Distribution List

This report has been distributed to the following individuals:

DeKalb County Board of Commissioners

Lee May, Interim Chief Executive Officer

Zachary L. Williams, Chief Operating Officer/ Executive Assistant

Virginia Rutledge, Financial Consultant

Luz Borrero, Deputy Chief Operating Officer for Development

Claudette Leak, Assistant to Chief Operating Officer