



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

Official Notice of Changes to the Hotel - Regulated Business License

Dear Business Operator,

Please be advised of recent changes to the Municipal Code of Chicago (MCC) regarding Hotel establishments, 4-6-180. Highlights of the amendment include but are not limited to the sections listed below.

Effective January 8, 2018:

- All hotel establishments shall maintain a written anti-sexual harassment policy to protect employees against sexual assault and sexual harassment by guests. The policy shall describe the procedures that all complaining employees shall follow in such cases. The policy shall be available for inspection by a City of Chicago official.
- All hotel establishments shall provide any complaining employee with necessary paid time off to sign a complaint with the Police Department against the offending guest and to testify as a witness at any legal proceeding that may ensue as a result of a complaint.
- All hotel establishments shall provide all employees with the current written anti-sexual harassment policy in English, Spanish and Polish and post such language policies in conspicuous places in the hotel.
- It shall be unlawful for any hotel establishment to retaliate any employees for reasonably using a panic button or notification device, or for disclosing, reporting or testifying about any complaint alleging a violation of the amended ordinance.

Any person who violates any provision on the amended MCC 4-6-180 shall be subject to fines for each offense. Each day that a violation continues shall constitute a separate and distinct offense.

City of Chicago Business Affairs and Consumer Protection
121 N. LaSalle St., Room 805
Chicago, IL 60602
312-74-gobiz
www.cityofchicago.org/bacp