



Sexual Harassment Policy

It is the Parish's policy to maintain a working environment free from sexual harassment. The Parish is committed to discouraging all forms of sexual harassment and remedying any violations. To further this goal, the Police Jury has formulated this Sexual Harassment Policy ("Policy"), which defines sexual harassment, sets forth procedures for effectively reporting sexual harassment, explains the Parish's investigation process, and outlines annual training and recordkeeping requirements.

Definition

Sexual harassment shall include unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment of any employee by another employee, non-employee volunteer, supervisor, Police Jury member, or any other person with whom the employee may have contact as part of his or her work environment is prohibited.

Sexual harassment may include, but is not limited to:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo;
- Verbal abuse of a sexual nature;
- Talking about one's sexual activity in front of others;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested;
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment; or
- Attempted or actual rape or sexual assault.

Harassment Reporting Procedures

Any employee who believes he or she has been sexually harassed or has witnessed an act of harassment, should immediately report the incident to his or her immediate supervisor. If the supervisor is unavailable or it would be inappropriate to contact that person, then the employee should report the matter to the Secretary/Treasurer or any other supervisor.

Any supervisor who becomes aware of possible sexual harassment must immediately notify the Secretary/Treasurer, so that the matter can be investigated in a timely manner. If the complaint involves the Secretary/Treasurer, the supervisor should notify the Parish Administrator or vice versa.

Investigation and Resolution of Complaints

The Parish will promptly and thoroughly investigate all complaints of harassment. The scope of the investigation will depend upon the circumstances. The investigation may include interviews with the complainant, the accused, witnesses, or others possessing relevant information. Such persons may also be required to provide written statements. The investigation may also consist of review of any documents or records deemed pertinent to the complaint, or use of any other method deemed appropriate by the investigator. Employees called upon to participate in an investigation must cooperate fully; employees do not have the option of remaining silent or declining to be involved in the investigation.

To the extent possible, the confidentiality of the complainant, accused, and any witnesses will be strictly protected. The investigation will be completed as quickly as possible. Upon completion, the complainant and accused will be notified of the outcome of the investigation.

The Parish will not tolerate any form of sexual harassment. If an investigation results in a finding that an employee engaged in sexual harassment, appropriate corrective and/or disciplinary action will be taken against the employee, including possible termination.

The Parish shall maintain a record of each complaint of harassment that includes the outcome of the investigation, any corrective or disciplinary action imposed, and the amount of time it took to resolve the complaint.

Retaliation Prohibited

Employees may raise concerns and make reports of sexual harassment without fear of retaliation. There shall be no retaliation against any employee who, acting in good faith, files a complaint, cooperates with an investigation of a complaint, or seeks guidance on compliance concerns or questions.

Mandatory Training

All employees shall complete a minimum of one hour of education and training on preventing sexual harassment each calendar year. Training may be conducted either in person or via the internet.

Supervisors and any other employees designated by the Parish to accept or investigate a complaint of sexual harassment shall receive additional education and training each calendar year.

The Parish will maintain employees' training certificates and records on file. These training records shall be public record and available to the public in accordance with the Public Records Law. Any employee who fails to complete the annual mandatory training requirements will be subject to disciplinary action.

Annual Reporting Requirements

The Parish will compile an annual report by February 1st of each year, containing information from the previous calendar year. This report shall include:

- The number and percentage of employees and elected Parish officials who have completed the mandatory sexual harassment training requirements;
- The number of sexual harassment complaints received;
- The number of complaints which resulted in a finding that sexual harassment occurred;
- The number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- The amount of time it took to resolve each complaint.

These reports shall be public record and available to the public in accordance with the Public Records Law.

Federal and State Laws

Sexual harassment is a form of sex discrimination prohibited by federal and state laws, including Title VII of the Civil Rights Act and the Louisiana Employment Discrimination Law. See 42 U.S.C. § 2000e, *et seq.*; La. R.S. 23:301, *et seq.* Employees may obtain additional information regarding sexual harassment from the Equal Employment Opportunity Commission and the Louisiana Commission on Human Rights.