



St. Landry Parish Government Sexual Harassment Policy

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The St. Landry Parish Government is committed to providing its employees a work environment free from sexual harassment. St. Landry Parish Government has formulated this policy to define sexual harassment and conduct of a sexual nature that is prohibited in the workplace, and the procedure for effectively reporting conduct which constitutes sexual harassment.

The purpose of this policy statement is to afford a uniform approach to the investigation and resolution of sexual harassment complaints. This procedure shall apply to all St. Landry Parish Government Departments, their employees, vendors, contractors and any applicant for employment. It is in no way intended to replace or supplant any other regulatory agency designed to investigate such charges. Nothing in this policy or the attendant procedures shall limit the right of a complainant to file his/her complaint with any other agency designed to operate in such a manner; i.e. Federal Equal Employment Offices at the regional and national levels. This procedure is designed primarily to accommodate the internal processing of sexual harassment complaints within St. Landry Parish Government.

All St. Landry Parish employees have a right to work in an environment free from discrimination, including freedom from sexual harassment. All employees are required to comply with federal, state and local laws, government regulations and executive orders, which relate to sexual harassment. All employees must refrain from offensive or inappropriate conduct of a sexual nature within the workplace. Department Heads are responsible for discussing this policy with subordinates and ensuring that the workplace is free of sexual harassment.

Prohibited Conduct

Sexual harassment can take many forms, including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment can involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include conduct of any manager, administrator or supervisor towards a subordinate employee or conduct of one employee towards another employee of equal or greater rank. It may also include words or conduct by a vendor, client or visitor to the Department. An employee may be the victim of sexual harassment because he/she has been affected by inappropriate behavior towards a co-worker. Sexual harassment can occur at the daily job duty site, a conference, during travel for work, etc. Sexual harassment is determined by the effect (or result) the harassment has on the victim or their interpretation of the behavior, not the intent of the perpetrator.



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Unwelcome sexual words or conduct constitute sexual harassment when:

- Submission to such conduct is explicitly/implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions (i.e., continued employment, evaluations, wages, advancement, assigned duties, shifts or any other condition of employment or career development); or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual flirtations, advances or propositions;
- Unwelcome sexual teasing, jokes, remarks or inquiries;
- Unwelcome sexual looks or gestures;
- Verbal or written abuse of a sexual nature;
- Requests for sexual favors;
- Graphic, verbal or sexual comments about an individual or to describe an individual's body;
- Unwelcome physical contact (i.e., touching, rubbing against, leaning over, brushing, pinching);
- Sexually degrading words and demeaning or inappropriate terms (i.e., referring to a person as "Babe", "Honey", etc.)
- Sexual or insulting noises;
- Using crude and offensive language;
- Discussing sexual activities or exploits;
- Inappropriate commenting on a person's attributes, and/or
- Displaying sexually suggestive objects, statements, graffiti, books, magazines, photographs, cartoons or pictures.

Employees should understand that the verbal and physical behavior described in this policy is always inappropriate in the workplace and therefore, violates the St. Landry Government's policy, although such behavior may not be actionable in a court of law as a civil action. The totality of the circumstances will be considered, including the pervasiveness, offensiveness and unwelcome nature of the conduct. Each situation must be addressed on a case-by-case basis.

Employees who experience such conduct should clearly communicate to the alleged harasser that the behavior is unwelcome either verbally, in writing, or through a third party. The third party can be his/her supervisor. If the supervisor is the alleged harasser, then the behavior should be reported to Human Resources Department. Any



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employee experiencing or witnessing sexual harassment by anyone in St. Landry Parish Government, including any manager, supervisor, administrator, co-worker, vendor, client or visitor, shall immediately report the inappropriate conduct. Any such complaint may be made verbally or in writing. Complaints may be made to the employee's supervisor or Human Resources Department. When a supervisor receives a sexual harassment complaint, immediate contact should be established with the Human Resources Department.

Investigation of Complaint

- All reports of sexual harassment will immediately be reported to the Human Resources Department, either by the employee or the employee's supervisor. The Human Resources Director will direct the investigatory process.
- The St. Landry Parish Government will investigate all complaints. "Informal" complaints or requests to withhold an investigation (unless or until a future occurrence) will be treated the same as a formal complaint and investigated immediately.
- Generally, to prevent further occurrences or to preserve the integrity of the investigation, temporary reassignments, transfers or other personnel actions may be considered and will be initiated by the Parish President or designee.
- The investigation will be thorough and include interviews with the complainant, the accused, witnesses and other individuals possessing relevant information. Records and other documentation will be reviewed.
- The investigative process will be documented, thus requiring that all involved prepare written statements or provide verbal statements which will be recorded.
- Persons called upon during the investigation are required to answer all questions truthfully and cooperatively.
- The investigative process will be conducted expeditiously and professionally with appropriate emphasis on the rights of all involved.
- The investigative process will also be conducted in a confidential manner with only those in a need-to-know position involved.
- The complaining employee and accused will be apprised of the outcome of the investigation along with the appropriate member of St. Landry Parish Government management.

Disciplinary Action

In the event it is determined that an act of sexual harassment has been committed, St. Landry Parish Government will implement corrective action and take disciplinary action against the perpetrator, up to and including termination. St. Landry Parish Government will not tolerate any retaliation, reprisals or intimidation directed toward the complaining party, witnesses or anyone else as a result of the filing or investigation of a sexual harassment complaint. Any such retaliation, reprisals or intimidation will be considered a violation of this policy and will result in disciplinary action up to and including termination. In addition to disciplinary



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action, other appropriate measures, including training and follow up inquiries, will be utilized to ensure that the harassment does not recur.

Training

St. Landry Parish Government shall " provide a minimum of one hour of education and training on sexual harassment each year" to **all** employees (full/part-time/contract/temporary). Each employee must complete the training annually. All new hires must complete the training within (45) calendar days of their date of hire. The Human Resources Department will document all employee training in this area.