

- 8.2 Supervisors, directors and Human Resource personnel and other parish staff who may receive reports of workplace violence or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
- 8.3 An employee who has been threatened or assaulted by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor.
- 8.4 Upon receipt of a report of workplace violence, the supervisor to whom the incident is reported will immediately notify Human Resource and the appointing authority.
- 8.5 Incidents which present no immediate danger should be promptly handled by supervisors as follows:
 - Employees involved in incident should be separated and isolated until the employees are interviewed or statements taken;
 - Employees who witnessed incident should be identified and separated from incident until such time as their statements are taken;
 - All actions should be documented and statements taken;
 - The director should be notified.
- 8.6 Incidents which present an immediate danger should be promptly handled by supervisors as follows:
 - Contact building security or local police (9-1-1);
 - Take reasonable measures to warn others or secure the area to protect other employees from danger;
 - Order those presenting an immediate danger to leave;
 - Do not attempt to physically remove an individual;
 - Document all conduct, actions and statements;
 - Notify supervisor or director as soon as practicable.
9. Reprisal and Retaliation
 - 9.1 Any employee, who, in good faith, reports an alleged incident of workplace violence will not be subject to reprisal or retaliation of any kind.
 - 9.2 Retaliation against employees who report acts of workplace violence is strictly prohibited. Instances of retaliation will be investigated and appropriate disciplinary action taken against the actor, which may include termination and/or referral to the appropriate civil or criminal authorities.
 - 9.3 Any employee who feels the subject of retaliation or reprisal should report this to employee's director or Human Resource.
 - 9.4 Any employee who is found to have knowingly made false accusation of workplace violence or retaliation may be subject to disciplinary action up to and including termination.

509 Prohibition against Harassment

1. Establishment

It is the intent of the parish to provide and maintain a workplace free from all types and forms of harassment, including but not limited to initiating, directing, engaging or participating in verbal or physical conduct that denigrates, shows hostility, insults, or involves offending acts such as epithets, slurs, negative stereotyping, humiliation, or posting, distributing, creating, or displaying written or graphic materials which serve to offend or harass an individual or group of individuals based upon age, race, color, religion, national origin, mental or physical ability, sexual orientation, gender, gender identity, genetic information, pregnancy, or veteran status. Further, it is the intent of the parish to treat all employees equally and fairly regardless of their marital status, sexual orientation or gender identity.
2. Purpose

The purpose of this policy is to ensure parish employees do not have to endure harassment by any other parish employee, or non-employee engaged in business with the parish, and to provide for a workplace which is conducive to efficient, productive public service free from any harassing conduct or behavior. The purpose is also to provide corrective consequences where employees may seek relief from all forms of workplace harassment.

3. Scope

3.1 The scope of this policy extends to behavior which may violate state, federal or local law, but is not limited to such behavior and extends to any harassing behavior as defined below.

3.2 Workplace harassment may manifest itself in the form of conduct which violates state, federal and/or local law;

3.3 Workplace harassment may also manifest itself in the form of conduct which is not conducive to creating a work environment marked by courtesy, civility and respect.

4. Definitions

4.1 "Harassment" is defined as unwelcome verbal, physical or other conduct that is derogatory or shows hostility toward an individual for any reason, including the individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical ability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status *and* which has the purpose or effect:

- of creating an intimidating, hostile, abusive or offensive work environment;
- of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment and employment-related opportunities.

4.2 "Sexual harassment" is defined as unwanted sexual advances, requests for sexual favors, and other sexually oriented verbal, visual or physical conduct where and when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; 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.

5. Prohibited Conduct

5.1 Verbal or physical conduct

The following represents a non-exclusive list of conduct which is prohibited by this policy:

- The use of insults, innuendos, repeated requests for dates, suggestive comments, sexual propositions, threats or slurs for any reason, including an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status;
- Humor, jokes, pranks or other banter about sex, anatomy or gender specific traits, suggestive or insulting sounds ("catcalls" or "kissing" noises), leering, obscene gestures, and sexually suggestive body gestures, including negative stereotyping, which relates to or is derogatory or shows hostility based on an individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status;
- Unwelcome physical touching or contact, such as pinching, kissing, grabbing, patting, hugging, brushing the body, or any coerced sexual act or actual assault.

5.2 Written or graphic material

The following represents a non-exclusive list of conduct which is prohibited by this policy:

- Text/Electronic – electronically sending messages with sexual content, including pictures and video, the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, internet/on-line postings, blogs, instant messages and social network sites). Sending, displaying or disseminating inappropriate jokes or other written or graphic material via e mail, the internet or by fax, or downloading this material from the internet.
 - Material including but not limited to posters, signs, pin-ups or slogans, viewing pornographic materials or websites, that is disparaging or displays hostility on the basis of a race, color, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status and is placed on walls or elsewhere in the employer's premises or circulated in the workplace;
 - Material that is reasonably deemed to be sexually provocative or stimulating and is placed on walls or elsewhere in the employer's premises or circulated in the workplace;
- 5.3 Although severe and overt forms of sexual harassment may be readily apparent, some sexual harassment is subtle and varies depending on interpretation and perception. Review of sexual harassment allegations are subject to the standard of what offends a "reasonable person."
6. Employee Responsibility
- 6.1 Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons.
 - 6.2 All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy, including interactions on social media.
 - 6.3 Every employee is required to assist the parish in ensuring a work environment free of harassment.
 - 6.4 Any parish employee who reasonably believes the words or actions of another employee, violates this policy has the responsibility to immediately report such behavior to immediate supervisor, director of department or Human Resource Manager.
 - 6.5 Any affected employee may respond to the harassment in the following manner:
 - Politely but firmly tell the offending individual to stop the harassing conduct, and report the conduct to the employee's supervisor;
 - Report the matter to the director of the department or Human Resource; and
 - File a grievance report.
7. Supervisor Responsibility
- 7.1 Each supervisor has a responsibility to assist in maintaining a workplace that is free from workplace harassment and needs to promptly address any problems encountered in an appropriate manner:
 - Supervisors must take immediate action to stop and prevent harassment where they know or have reason to know that it is occurring;
 - Tacit approval of harassment is prohibited; for example, permitting laughing, treating a situation as a joke, failing to take action or advising an employee not to complain;
 - Supervisors are responsible for ensuring that notes; comments, posters and other materials on walls, bulletin boards or elsewhere in the workplace that are derogatory or show hostility are removed.
 - 7.2 Supervisors must discuss this policy with current and new employees and assure that employees are informed of this policy, have an opportunity to ask questions regarding this policy, and are aware that they are not to engage in or endure harassment in the workplace.
 - 7.3 Supervisors have the responsibility to promptly address issues of harassment; to thoroughly and impartially assist in investigating complaints of harassment; and to take, recommend or carry out appropriate action against any employee who is proven

- to be in violation of this policy. Supervisors are to report all complaints of harassment to their Human Resource Manager and to take all complaints of harassment seriously.
- 7.4 Every effort should be made to treat matters as confidential. However, supervisors must inform complainant that strict confidentiality may not be feasible.
 - 7.5 Supervisors who allow or tolerate harassment in the workplace are considered to be violating this policy.
 - 7.6 If during the course of investigation, the investigator determines that the allegation or complaint of sexual harassment was reported to a management/supervisory level employee, and that management/supervisory employee failed to promptly report the allegation or complaint to their Human Resource Manager or Appointing Authority, the Appointing Authority shall investigate and take appropriate action against the management/supervisory employee, to include disciplinary action.
8. Procedure
- 8.1 All threats of harassment must be taken seriously when received.
 - 8.2 Supervisors, directors and Human Resource personnel and other parish staff who may receive reports of workplace harassment or observe such behavior directly have the responsibility to take prompt action to see that an investigation is initiated.
 - 8.3 An employee who has been harassed by another at the workplace shall immediately report the situation to the employee's immediate supervisor unless the employee has a legitimate reason for not reporting the incident to the employee's immediate supervisor. If the employee has a legitimate reason for not reporting the incident to the employee's supervisor, the incident shall be reported to the employee's director and Human Resource.
 - 8.4 Upon receipt of a report of workplace harassment, the supervisor to whom the incident is reported will notify director and Human Resource.
 - 8.5 Incidents should be promptly handled by supervisors as follows:
 - 8.5.1 Affected or involved employees should be counseled as appropriate.
 - 8.5.2 Counseling should be documented;
 - 8.5.3 Notify director and Human Resource.
 - 8.5.4 All reasonable measures shall be undertaken to ensure privacy and confidentiality of corrective action.
9. Review of Complaint
- 9.1 All complaints must be thoroughly and promptly investigated.
 - 9.2 Human Resource shall be responsible for conducting the investigation and submitting a report and recommended action to the appointing authority and/or director.
 - 9.3 The Human Resource Manager or Parish Attorney, or his designee, shall initiate a fair, complete and impartial investigation of the complaint as promptly as possible. The objective is to ensure that the investigation is conducted discreetly preserving confidentiality to the extent that the needs of the investigation will permit. It shall be the Parish's objective to complete all investigations within sixty (60) days unless compelling circumstances require additional time. A written statement of the complaint which is to include date(s) the incident(s) occurred, name(s) of individual(s) involved, name(s) of witnesses and a detailed description of the incident(s) constitutes the initiation of the sixty (60) day investigative period. Employees also have the right to file a complaint with the Equal Employment Opportunity Commission (EEOC), the Louisiana Human Rights Commission, or pursue other legal action in addition to their rights hereunder. The EEOC provides employees three hundred (300) days to file an official complaint.
 - 9.4 Individual making the complaint and the accused shall be notified of the results of the investigation.
 - 9.5 In the event the person making the complaint is not satisfied with the report or results of the investigation, the person making the complaint may request the issue be addressed by appointing authority or chief administrative assistant.