

## Jefferson Parish District Attorney's Office Sexual Harassment/Hostile Work Environment Policy

The Jefferson Parish District Attorney's Office prohibits harassment of one employee by another employee, department manager or third party based on protected status including, but not limited to, veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability or any other protected class under federal, state or local law. Harassment of third parties by our employees is also prohibited.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, Internet use, text messages, pictures, images, writings, words or gestures.

While it is not easy to define harassment, it includes but is not limited to slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee should be subjected to unsolicited and unwelcome verbal or physical sexual overtures or conduct, and sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and La. Rev. Stat. § 23:332.

Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct either explicitly or implicitly is made a term or condition of employment, is used as the basis for decisions affecting an individual's employment, or creates an intimidating, hostile or offensive working environment;
- Repeated sexual flirtations, advances or propositions;
- Continued and repeated verbal abuse of a sexual nature;
- Sexually related comments, and joking, graphic, or degrading comments about an employee's appearance;
- Displaying sexually suggestive objects or pictures, including cartoons and vulgar e-mail messages; and/or
- Any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

**Employees are also prohibited from any behavior that creates a hostile working environment for any employees based upon any other protected status.**

Any employee who believes that he or she is a victim of harassment or disparate treatment based upon protected status, or who observes such harassment or disparate treatment of another employee, must immediately report the conduct to any one of the following: the District Attorney, the First Assistant District Attorney (hereinafter "First Assistant"), the Executive Assistant District Attorney, or any supervisor. The person to whom the report of harassment is made will immediately notify the First Assistant and Executive Assistant District Attorney. The First Assistant will notify the District Attorney.

If a complaint is made against one of the authorized reporting persons, that person will be excluded from all decision-making conferences. It is not necessary for an employee to complain first to the offending person before reporting harassment or disparate treatment. A written memorandum summarizing the complaint will be prepared by the authorized employee's supervisor and signed by the employee. The facts and circumstances will be investigated confidentially, and appropriate action will be taken promptly. No employee will be subjected to any form of retaliation or discipline for making a harassment claim. The complaining person will be informed of any remedial action taken.

Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.