

East Feliciana Parish Police Jury

12064 Marston Street | P. O. Box 427 | Clinton, LA 70722
(225) 683-8577 phone | (225) 683-3100 fax

WORKPLACE HARASSMENT POLICY

Harassment is the persistent prosecution of an individual or group of individuals through verbal, physical or emotional actions. Employees are required to complete a training course each calendar year and provide a certificate of completion to be kept in their permanent personnel files.

Purpose:

It is the intent and policy of the East Feliciana Parish Police Jury to promote a productive work place within an environment that provides for fair treatment and is free from any form of harassment.

Policy:

Harassment or discrimination in any form will not be tolerated. This includes harassment or “slurs” because of race, creed, religion, national origin, color, sex, age, pregnancy, disability, military status or any other classification protected under applicable law.

Under R.S. 42:341-344, sexual harassment is specifically and expressly prohibited, including the following activities:

- When sexual advances, requests for sexual favors, or other verbal or physical conduct is made as a condition for continued employment or promotion;
- When submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- When such conduct creates an intimidating, hostile or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following:

- Unwelcome sexual flirtations, propositions, offensive touching, commenting on a person’s physical characteristics;
- Verbal abuse of a sexual nature, repetitive use of offensive words of a sexual nature describing body parts or sexual acts, telling suggestive (“dirty”) stories, conversation between employees about subjects which are sexual in nature and perceived as offensive;
- Displaying sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject sexual in nature which can be perceived as offensive in the workplace;
- Offensive conduct between members of the opposite sex or between members of the same gender.

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Procedure:

Any complaint or report of any type of harassment should be directed to the individual's immediate supervisor. If the complaint is about the immediate supervisor or the individual is uncomfortable reporting the offense to the immediate supervisor, then the complaint should be made to the next level of supervisory staff. All actions taken on the complaint shall be documented in writing and kept in permanent personnel files.

When a complaint is received, it will be investigated promptly and steps will be taken to prevent further harassment. Employee cooperation during the investigation is required by all parties. There will be no retaliation against an individual or group for bringing a complaint to the attention of the supervisory staff or persons involved in an investigation of such a complaint. The identity of each party shall remain anonymous, unless otherwise permitted by that party, until an investigation is complete. Investigations may involve interviews, written statements, meetings, and legal action.

Violations of this **Harassment Policy** will result in disciplinary actions, including but not limited to warning, probation, transfer, demotion, suspension, and/or dismissal. The Parish of East Feliciana may also impose other remedial actions in appropriate circumstances in response to any complaint or report of harassment or upon investigation of any complaint or report, including but not limited to counseling, training, treatment, and/or the placing of conditions on continued employment.

If it is found that a complaint or report of harassment was intentionally false or that the information provided in an investigation was intentionally false, the individual or group of individuals providing such false complaint, report, or information will be subject to the disciplinary actions discussed in the previous paragraph.

Employees have a right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of an internal investigation completed by the employer. **(Amended 11/18/19)**