

# St. Landry Parish Solid Waste Disposal District

## SEXUAL HARASSMENT POLICY

The District strictly prohibits sexual harassment of its employees by any other employee or other person. All employees must conduct themselves in a professional and respectful manner at all times and are not to engage in any conduct or communications which could be construed as offensive to others.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can include vulgar jokes, suggestive comments, inappropriate touching, and other similar behavior which is unwelcome by the other party or parties and may include but are not limited to the following:

- Sexual flirtations, advances, or propositions;
- Requests for sexual favors;
- Sexual pranks, teasing, jokes, remarks, noises, insults, innuendo, or inquiries;
- Inappropriate physical contact including touching, grabbing, rubbing, leaning into or over, pinching, cornering, or standing too close;
- Sexual looks or gestures;
- Verbal, written, or physical abuse of a sexual nature;
- Giving sexually suggestive gifts;
- Displaying pornographic, sexually demeaning, or sexually explicit material in the workplace;
- Sexual comments about an individual or to describe an individual's appearance
- Crude or offensive language;
- Pressure for unnecessary personal interaction;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment;
- Making sexual statements in person, in writing, or electronically via email, instant messaging, text messaging, blogs, web pages, social media, etc.

In order to avoid potential problems or misunderstandings in this area, employees are asked to conduct themselves in a professional and respectful manner at all times and those who find the conduct of others offensive should immediately make it clear to the offending person that they find the conduct offensive.

Sexual harassment includes any sexual offensive conduct based on sex regardless of whether such conduct is engaged in by a male towards a female, female towards a male or between persons of the same sex.

Any employee who feels that he or she has been subjected to sexual harassment in violation of this policy should immediately and confidentially report it to their immediate supervisor or to the Executive Director; however, if the complaint is against the Executive Director the complaint shall be brought to the Chairman of the Commission. Incidents of alleged harassment will be promptly

investigated, as confidentially as possible, and appropriate action will be taken. The alleged sexual harasser and the alleged victim will be required to participate in the investigation. All actions taken on the complaint of sexual harassment shall be documented. If management is not informed of conduct that violates this policy, it cannot address prohibited conduct.

If the District determines that a violation of this policy has occurred, appropriate action will be taken up to and including termination of employment. Disciplinary actions may be taken against a complainant if it is determined that a claim of sexual harassment was intentionally false. If the harassment is being engaged in by someone other than an employee, the District will take appropriate action to remedy the problem.

The District prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

No employee, regardless of job title and position, has the authority to condition or base any employment action on another employee's participation in sexual conduct or behavior.

Employees have the right to pursue a sexual harassment claim under state or federal law, regardless of the outcome of the investigation. Sexual harassment is a form of sex discrimination under federal law, Section 703 of Title VII of the Civil Rights Act of 1964 as amended. Sexual harassment prevention is found in state law at the Louisiana Employment Discrimination Law (R.S. 23:301-303 and 332) and R.S. 42:341-345.

All employees shall complete a minimum of one hour of education and training on preventing sexual harassment during each calendar year of his public employment.

All supervisors and any persons designated to accept or investigate a complaint of sexual harassment shall receive additional education and training each calendar year.

The education and training may be received either in person or via the internet through training and education materials approved by the District.

All training certificates and records will be maintained on a calendar year basis. These training records shall be a public record and available to the public in accordance with the Public Records Law.

An annual report will be compiled by February 1st of each year containing information from the previous calendar year. The report shall include:

- The number and percentage of employees who have completed the 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 the manner provided by the Public Records Law.