

# St Tammany Parish Sewer Board District #1

## Sexual Harassment Policy

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by La. R.S. 23:301.1 *et seq.*

Sexual harassment is strictly prohibited under local, state, and federal law. Sexual Harassment is commonly defined as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or inappropriate conduct of a sexual nature if: (1) submission to such conduct is an explicit or implicit term or condition of an individual's employment; (2) submission to or rejection of such conduct is a basis for employment decisions affecting such individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

(1) Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexual harassment of any employee by another employee or other person with whom an employee may have contact as part of his/her work environment is prohibited. Sexual harassment does not require the intent to offend. All employees should know of their responsibilities and protection under this policy.

(2) Actions that are inappropriate and may meet the definition of sexual harassment or contribute to a hostile work environment, include but are not limited to the following:

- Sexual pranks, or repeated sexual teasing, jokes, gestures, or innuendo;
- Lewd comments about an individual's body;
- Touching or grabbing of a sexual nature;
- Talking about one's sexual activity in front of others;
- Inappropriate unwelcome conduct of a sexual nature such as: cornering, repeatedly standing too close to or brushing up against another's body or leaning into or over a person;
- Giving gifts or leaving objects that are sexually suggestive;
- Posting, making, or displaying pornographic, sexually demeaning, or sexually explicit material in the workplace;
- 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, such as email, instant messaging, text messaging, blogs, web pages, social media, etc.

**Procedures.** If an employee believes that he has been harassed or sexually harassed or has witnessed an act of harassment, he/she should immediately report the incident to the Chairman and/or local officials.

Enforcement Investigation, and Resolution of Complaints. The investigation shall be completed within 15 working days of the complaint. Final disposition of the complaint shall occur within 30 working days of filing the complaint. Depending upon the circumstances, the employee shall be subject to disciplinary action-based state laws. Employees shall report harassment or sexual harassment without fear of retaliation. There shall be no retaliation against any employee who, acting in good faith, files a complaint, cooperates with an investigation of a complaint, or seeks

guidance on compliance concerns or questions. Retaliation is any action, statement, or behavior that is designed to punish an employee for filing a complaint, cooperating with an investigation of a complaint, seeking guidance regarding a compliance concern or to deter an employee from taking such action. Acts of retaliation shall be reported immediately to Chairman

**Mandatory Training. All employees shall complete the applicable mandatory training.**

- All Board members shall complete a minimum of one hour of education and training on preventing sexual harassment during each calendar year. Employees shall send a a copy of their certificate of completion of the training to the Chairman and Secretary.
- All training certificates and records will be maintained by the on a calendar year basis. These training records shall be public record and available to the public in accordance with the Public Records Law.

**Reporting:**

- The number and percentage of employees who have completed the mandatory 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 accordance with the Public Records Law.

**Notice posted pursuant to La. R.S. 42:343 D**