

## **WORKPLACE HARASSMENT POLICY**

The Clerk's office explicitly condemns discrimination and harassment as a violation of an individual's human rights and dignity, and such conduct is strictly prohibited by this policy. A determination of an occurrence of harassment is based upon the nature and context of the conduct.

### **Definitions and Examples of Harassment**

Harassment generally consists of verbal or physical conduct which denigrates or shows hostility or aversion toward an individual or group of individuals because of race, color, religion, sex, national origin, age, or disability, which also creates an intimidating, hostile, or offensive work, is the type of conduct which is prohibited by this policy. Examples of actions that may constitute harassment in violation of this policy include epithets, slurs, or negative stereotyping. Written materials in the workplace showing hostility toward an employee because of the employee's race, color, religion, gender, national origin age or disability are also prohibited.

### **Sexual Harassment**

The Clerk's office strictly prohibits sexual harassment of employees, whether by a manager, fellow employee, clerk of clerk's employee. Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct which:

- (1) Either explicitly or implicitly a term or condition of an individual's employment;
- (2) Makes submission to or rejection of such conduct by an individual is used as the basis for employment decision(s) affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (4) Creates an intimidating, hostile, or offensive working environment

The following examples of sexual harassment are not an exhaustive list but are provided as guidelines for determining expected standards of professional and responsible conduct:

Physical assault, repeated sexual advances, requests for sexual favors, jokes or anecdotes of sexual nature, remarks about sexual activity or speculation about previous or future experiences, unnecessary or unwelcome touching, patting, hugging, or brushing against a person's body or clothing; display of sexually-oriented or sexually suggestive material including objects; pictures, magazines, computer programs, etc. (The presence of such material, even if seemingly hidden, will be considered a violation of this policy.)

Each employee has not only a right but a duty, to report conduct which he or she believes may constitute harassment, and the Clerk's office will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which he or she believes may constitute harassment in violation of this policy.

It is not a requirement, but rather a suggestion, that any victim of harassment should immediately inform the offending person, without fear of retaliation or reprisal, that the conduct is unwelcome, offensive and must stop. All complaints regarding harassment, regardless whether an employee communicates the problem directly to the offender, should report the incident to the Clerk.

The Clerk will thoroughly investigate any allegations of harassment in violation of this policy, and maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in the harassment of another employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

The Clerk shall compile an annual report by February first of each year containing information from the previous calendar year regarding the agency's compliance with the requirements of LA R.S. 42:344(A) including the number and percentage of public servants in the agency who have completed the training requirements, the number of known sexual harassment complaints received by the agency, 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 correction 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.