

Workplace/Sexual Harassment Policy

It is the policy of the City of Zachary to provide all employees and volunteers with a workplace that is safe, comfortable, and free of harassment. It is our policy to prohibit all forms of harassment at work, including harassment based on age, race, color, religion, sex, sexual orientation, national origin, disability, or veteran status. All employees are responsible for complying with the policy against Workplace Harassment.

Any employee who engages in harassment based on race, sex, gender, religion, color, age, disability, national origin or sexual orientation; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Sexual harassment is prohibited and includes any unwelcome sexual advance, requests for sexual favor and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Harassment, on the basis of protected classifications other sexual harassment, includes slurs and other verbal or physical conduct relating to an individual's race, color, religion, sex, gender, age, disability, national origin, or being a member of another protected classification. Harassment is defined as behavior which has the purpose or effect of creating and intimidating, hostile, or offensive working environment, or has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

1. This policy prohibits sexual advances, requests for sex (with or without related threats and promises of favors or other benefits), or other verbal or physical sexual conduct that could have a harmful effect on any employee's work performance or create a hostile or offensive work environment.

Examples of "sexual harassment" include:

- Obscene or sexually suggestive comments about a person's body;
- "Off color" language or "dirty" jokes of a sexual nature;
- Slurs, threats, repeated commands or other offensive verbal or physical conduct relating to a person's sex or sexual orientation;
- Offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally, by touch, or in writing;
- Use of sexually degrading words to describe a person or a group of people;
- Any display of sexually explicit photographs, drawings, greet cards, articles, books, magazines, or other printed items

- Non-Verbal: Leering, whistling, obscene gestures, showing inappropriate images
- Repeated unwelcome or unnecessary touching of any part of another's body.

2. Sexual and other forms of harassment at work are strictly prohibited, whether committed by employees (management or non-management), vendors, citizens, or volunteers. Under this policy, managers or supervisors cannot threaten or imply that giving into or rejecting sexual advances will influence any decision regarding your employment.

3. Sexual and other forms of harassment by an employee will result in disciplinary action up to and including dismissal and may lead to personal legal and financial liability. You are encouraged to report your complaint to your supervisor or human resources 4700 Main Street Zachary, LA 225-654-1932 if you believe you have been subjected to any form of harassment at work or during a work-related activity.

4. Complaints of sexual and other forms of harassment at work will be promptly and carefully investigated. Under this policy, your supervisor cannot retaliate or try to harm you in any way if you choose to file a harassment complaint.

5. If you have concerns about harassment at work by anyone, including management, supervisors, co-employees, guests, citizens, volunteers, or visitors, you should immediately bring those concerns to your supervisor's attention, or you may contact ANY member of management with whom you feel comfortable discussing the situation.

6. If possible, you should bring your concerns to the attention of your immediate supervisor. However, if unwelcome behavior involves a supervisor to whom you directly or indirectly report to, you can also seek help from any other supervisor, human resources 4700 Main Street Zachary, LA 225-654-1932, or any other member of management of the city's administration 4700 Main Street Zachary, LA 225-654-0287.

7. The investigation may include interviews with all persons having direct knowledge of the unwelcome behavior, including the person who made the complaint, the person accused of sexual or other harassment, and other potential witnesses.

8. Your privacy and the privacy of the person accused of sexual or other harassment will, to the extent possible, be kept strictly confidential.

9. At the conclusion of the investigation, the investigator will review the findings with the person(s) who made the complaint. If the investigation reveals that the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again, up to and including discharge of any employees believed to be guilty of sexual harassment. In any case, particularly in situations where the facts uncovered during the investigation are inconclusive or unclear, management will ensure that all parties are reacquainted with the policy prohibiting sexual or other harassment at work.