

## Rule 13.00. SEXUAL HARRASSMENT

Section 13.01. SEXUAL HARRASSMENT: Harassment is behavior with a sexual content or over tone that is unwelcome and/or personally offensive. Additionally, harassment is any employee's, or elected official's behavior, or any working environment condition that is perceived or interfere with one's job performance, to be intimidating, hostile or offensive. Harassment, either verbal or physical, which could be construed as affecting employment, continued decisions is unacceptable. Similarly, remarks or actions directed at an individual which have the effect of producing in intimidating or offensive work environment for the individual or interference with his/her ability to perform are also considered to be harassment.

The definition of sexual harassment includes conduct directed by men toward women, conduct directed by men towards men, conduct directed women toward men, and conduct directed by women toward women.

Section 13.02. SEXUAL HARRASSMENT COMPLAINT: An employee who feels he/she is subjected to sexual harassment should immediately contact the Personnel Officer. Regardless of the specific person to which you make a complaint of sexual harassment, the employee should be prepared to provide the following information:

- a. Your name, department, and position title
- b. The name of the person(s) committing the sexual harassment, their department(s) and title(s), if known.
- c. The specific nature of the sexual harassment, how long it has gone on, and any employment action taken against the employee as a result of the harassment.
- d. The name(s), department(s), position title(s) of all witnesses.
- e. Whether such harassment has been previously reported, and if so, when and to whom.

When the harasser is the Personnel Officer, the employee should report the action immediately to the Parish President.

The Personnel Officer or the Parish President shall conduct a thorough investigation and if the Personnel Officer determines that the complaint of sexual harassment is founded, immediate and appropriate disciplinary action shall be taken against the employee guilty of sexual harassment.

Section 13.03. EMPLOYEE RESPONSIBILITIES: Employees are obligated to report instances of sexual harassment and to cooperate in every investigation of sexual harassment. This obligation includes but is not limited to coming forward with evidence; both favorable and unfavorable to a person accused of sexual harassment fully and truthfully making a written report or verbally answering questions during the course of an investigation of sexual harassment and to refrain from making bad faith accusations of sexual harassment.

Disciplinary action may be taken against any employee who fails to report instances of sexual harassment, or who fails or refuses to cooperate in the investigation of a complaint of sexual harassment or who files a complaint of sexual harassment in bad faith.