

HARASSMENT

I. SCOPE

This Policy applies to all employees and Board of Commissioners of the St. Tammany Parish Communications District.

II. PURPOSE

The purpose of this policy is to express the St. Tammany Parish Communications District position that it will not tolerate sexual harassment or harassment due to race, color, sex (regardless whether sexual in nature), religion, national origin, citizenship, age, disability, protected activity or veteran status in the workplace. This policy complies with Federal Regulations as stated in Section 703 or Title VII of the 1964 Civil Rights Act, as amended. Employees who believe they have been the subject of harassment shall report such conduct to their supervisor, or any other St. Tammany Parish Communications District representative appropriate in the circumstances. If the employee should choose to do so, they may contact the Director, directly.

III. GENERAL POLICY

It is the St. Tammany Parish Communications District policy to maintain a work environment free from discrimination and to prohibit sexual advances or harassment among its employees. St. Tammany Parish Communications District expects all employees to act responsibly in maintaining a work environment free of discrimination in any form.

IV. DEFINITION OF SEXUAL HARASSMENT OR ADVANCES

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.

- c. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating, an intimidating, hostile or offensive working environment.

V. OTHER PROHIBITED BEHAVIORS

- a. Racial or ethnic jokes, slurs, epithets, cartoons or graffiti
- b. Sexually graphic comments, innuendo, epithets, pictures, cartoon, gestures or graffiti
- c. Taunting on the basis of actual or perceived sexual orientation
- d. Repeated use of demeaning or degrading comments based on individual characteristics
- e. Repeated use of offensive profanity or intimidating behaviors like yelling or throwing objects
- f. Threats of harm, violence, or assault
- g. Unwanted sexual flirtations or unwelcome, unnecessary touching
- h. Requesting sexual favors in return for a tangible employment action
- i. Hazing any employee

VI. PROCEDURE

- (1) St. Tammany Parish Communications District policy regarding harassment shall be posted in a conspicuous location which makes it viewable by new applicants and employees.
- (2) St. Tammany Parish Communications District policy against harassment shall be discussed with all newly hired employees.
- (3) All STPCD employees and Board Members will receive training on how to identify and prevent harassment in the work place, as well as on how to handle a harassment complaint. All STPCD employees and Board Members are required to complete a minimum of one hour of education and training on preventing sexual harassment during each full calendar year if his/her public employment or term of office. Supervisors and any person designated by the agency to accept or investigate a complaint of sexual harassment are required to receive additional training. STPCD requires a certificate of completion as verification of these requirements.

- (4) All employees will receive training, or information on issue of harassment. All employees should also be aware of the appropriate procedures for reporting any incident of perceived harassment.
- (5) The Director will periodically tour the facility for the purpose of detecting and removing any picture, posters, calendars, graffiti, object, books, magazines or other materials that are sexually suggestive or demeaning, pornographic, violent, discriminatory in nature, or create a hostile environment.
- (6) The following a four-step program of reporting, investigation, corrective measures, and grievance procedures are to be used for suspected incidents of harassment.

A. Reporting

Whenever an employee has reason to believe he/she has been subjected to a discriminating work environment because of sexual advances or harassment, the employee shall promptly report such incidents to their supervisor or any supervisor they choose, or directly to the Director. The individual receiving the complaint is to report the complaint immediately to the Director. No retaliation in any form will be tolerated toward an employee for reporting in good faith such incidents. All complaints of sexual harassment shall be reported to the Director regardless of the supervisor's evaluation as to the merit of the claim.

Every supervisor is responsible for enforcing district rules and regulations whether on or off duty. If a violation is observed or a supervisor is notified of any violations that supervisor shall immediately notify that member of the violation and take appropriate action. Should any supervisor have knowledge of such a violation and fails to report it, that supervisor shall be held equally responsible.

B. Investigation

Upon notice of any reported incidents of alleged sexual advances or harassment, St. Tammany Parish Communications District will promptly conduct a full investigation of the matter. The investigation

will include an opportunity for the accused employee to be heard. Confidentiality will be maintained to the greatest possible degree.

C. Corrective Measures

If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense.

Appropriate action will also be taken in the event the accusations are intentionally false and malicious in intent.

D. Grievance Procedure

Follow STEP TWO of grievance procedure listed on page 39 & 40.

VII. RESPONSIBILITY FOR ADMINISTRATION

Every supervisor and employee is responsible for maintaining a work environment free from harassment and to take appropriate action if an incident occurs.