

ASSUMPTION PARISH WATERWORKS DISTRICT #1

POLICIES AND PROCEDURES MANUAL

703 Sexual and Other Unlawful Harassment

APWWD#1 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

All APWWD#1 employees are required to receive a minimum of one (1) hour of education and training on preventing sexual harassment during each calendar year of their public employment or term in office. The sexual harassment training must be completed by December 31st of each year.

All APWWD#1 supervisors or any person designated by APWWD#1 to accept or investigate complaints or sexual harassment are required to receive additional education and training.

APWWD#1 provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment. Sexual harassment training may be completed through in-person training or virtually through the internet.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- *Unwanted sexual advances.
- *Offering employment benefits in exchange for sexual favors.
- *Making or threatening reprisals after a negative response to sexual advances.
- *Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- *Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- *Verbal sexual advances or propositions.
- *Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- *Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcomed sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment.; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the General Manager or any other member of management.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. However, all alleged sexual harasser and the alleged victim are required to participate in the investigation. When the investigation is completed, you will be informed of the outcome of the investigation. All actions taken on a complaint of any nature, including sexual harassment, shall be documented. Any complainant has the right to pursue a claim under State and Federal law, regardless of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the General Manager or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Sexual harassment in the workplace is strictly prohibited under the Equal Employment Opportunity Act, 42 U.S.C. 2000e-2; the Louisiana Employment Discrimination Law, R.S. 23:301 through 303 and 332; and the Louisiana laws on the prevention of sexual harassment, R.S. 42:341 through 345.

The complainant has the right to pursue a claim under State and Federal law, regardless of the outcome of the investigation.