

Harassment

This policy is intended to ensure an environment which respects the dignity and worth of each individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment because of race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, political affiliation or belief or activity, or any other protected characteristic or protected activity prohibited by law. Workplace harassment, including sexual harassment will not be tolerated. This policy applies to all harassment occurring in the work environment whether in our offices or elsewhere. The policy covers all employees of the Parish.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and reported flirtations, propositions or advances; unwelcome physical conduct; whistling, leering, improper gestures or offensive remarks, including unwelcome comments about appearance; sexual jokes or inappropriate use of sexually explicit or offensive language; and the display in the workplace of sexually suggestive objects or pictures. The above list is not intended to be all-inclusive.

Other Prohibited Workplace Harassment

For purposes of this policy, other prohibited workplace harassment is defined as either verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, or any other characteristic or activity protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

Some examples of such harassment include but are not limited to: using epithets or slurs; threatening, intimidating or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks; or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion to a person or group because of a protected characteristic.

Reporting Harassment

The DA's office requires the prompt reporting of all incidents of workplace harassment. If you believe you are being harassed or have observed harassment, you should promptly notify the Chief Administrative Assistant District Attorney. When a report of harassment is made, the DA's office will undertake a prompt and thorough investigation as may be appropriate under the circumstances. The steps to be taken during the investigation will vary depending upon the nature of the allegations, including requiring the alleged sexual harasser and the alleged victim to participate in the

investigation. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the DA's needs. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused and remedial action will be taken, if appropriate. Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to reprisal or retaliation. Retaliation is regarded as a very serious violation of this policy and should be reported immediately. The supervisors of the DA's office will be held accountable for adhering to this policy, for reporting promptly any incident of harassment and for maintaining a positive and productive work environment. If any manager or supervisor receives a report of harassment or believes he/she has observed harassment, the manager or supervisor is required to promptly notify one of the individuals listed above. Failure to make the required notification may subject the manager or supervisor to discipline, up to and including discharge.

Sexual Harassment is prohibited by Title VII of the Civil Rights Act of 1964 and by LA R.S. 23:301, et seq.

All public servants of DA's office must receive at least 1 hour of training per calendar year regarding the prevention of sexual harassment. Supervisors are required to receive additional training.

-Notice posted pursuant to LA R.S. 42:343D.

District Attorney's office Policy against Sexual Harassment:

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