



1.7 Sexual Harassment

With respect to sexual harassment, the following is prohibited:

Unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct where:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Examples of sexual harassment may include, but are not limited to:

- unwanted physical contact: touching, brushing the body, coerced sexual activity, assault
- language of a sexual nature including comments about a person's physical attributes
- unwelcome questions or conversations about sexual activity
- jokes, remarks, or innuendoes that have a sexual content or sexual connotation
- sexual flirtations and propositions; repeatedly asking for a date after the person has expressed disinterest
- leering or staring
- blocking a person's path or whistling
- obscene gestures
- the display of sexual objects
- the circulation or display of pornographic or sexually explicit pictures, drawings, articles, material distributed through electronic media, or posted on walls or bulletin boards.

If an employee experiences any job-related harassment based on sex, race, national origin, disability, or any other factor prohibited by federal, state, or local statute, or if he believes that he has been treated in an unlawful, discriminatory manner, he should immediately report the matter to the head of the department or to the Director of Human Resources who will undertake a prompt and thorough investigation. All complaints of harassment will be kept confidential to the maximum extent possible.

Violation of this policy will not be tolerated. If it is determined that inappropriate conduct has occurred, Tangipahoa Parish will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee. All employees are expected to cooperate with an investigation of any type of harassment. Failure to do so may lead to discipline, including termination. Information provided by an individual will be treated as confidential and only provided to those who have the need for the information, or when it is required in the course of investigating the complaint. False information provided in the course of an



investigation may lead to discipline, including discharge. Employees accused of harassment may be suspended (with or without pay) pending the outcome of the investigation. Employees who claim to have been harassed may be given time off under the leave policy.

Tangipahoa Parish's employees are prohibited from harassing suppliers, vendors, clients, or visitors. An employee who violates this policy will be subject to discipline, up to and including termination of employment.

Tangipahoa Parish prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. An employee who submits a complaint in good faith, even where the complaint cannot be proven, has not violated this policy. Any employee found to have falsified a complaint of harassment or knowingly provided false information regarding a complaint will be subject to discipline, up to and including termination.

This policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, or customer that affects an employee's work environment. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Furthermore, employees are responsible for respecting the rights of their co-workers.



1.6 RESPECTFUL WORKPLACE

Tangipahoa Parish Government is firmly committed to ensuring a positive and professional working environment in which all people are treated with respect and dignity. We believe in a proactive approach to workplace respect and are committed to providing employees with a healthy and safe workplace, free from physical or psychological bullying, harassment, and violence. A respectful work environment is a place where employees are actively living by our core values.

This policy prohibits all forms of bullying, harassment and violence (hereinafter, referred to as a violation of "respect") by any Tangipahoa Parish Government's employee. Violations of respect will be investigated and if substantiated will be dealt with expeditiously. To support the objective of providing all employees with a healthy safe workplace, it is required that managers, supervisors and workers take preventative action to ensure that risks to individual's health and safety due to violations of respect are eliminated or reported.

DEFINITIONS

Bullying – is interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person's health, safety or economic status. It is driven by the perpetrator's (bully's) need to control another individual, not by a legitimate business need.

Violence – whether at a worksite or work related means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. These acts include threats, menacing or threatening behavior and all types of physical or verbal assaults.

Employees are encouraged to seek resolution of the incident. Investigations will be conducted with as much confidentiality as can practicably be afforded. Investigators will advise workers involved through the course of the investigation that discretion is an important part of the process.

Harassment – occurs when a worker is subjected to unwelcome verbal or physical conduct because of:

- race, gender, place of origin
- age, mental or physical disability,
- religious, ancestry, marital status,
- beliefs, sexual orientation, source of income,
- color, family status of that person or of any other person