HARASSMENT POLICY:

The Winn Parish Police Jury is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the Winn Parish Police Jury forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this policy. Any harassment prohibited by this policy, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work sponsored activities.

Harassment Defined:
The Winn Parish Police Jury prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability, or any other characteristics protected by federal, state, or local law. The Winn Parish Police Jury also specifically prohibits sexual harassment, which is defined in this policy as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The conduct prohibited by the preceding paragraph will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:

A. Submission to the 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 the basis for employment decisions affecting the individual; and
C. The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment. The types of behaviors that may constitute prohibited harassment include, but are not limited to: derogatory, vulgar, or graphic

written or oral statements or jokes regarding race, color, religion, national origin, disability, gender, sexuality, sexual experience, or any other characteristics protected by federal, state, or local law; unnecessary touching or physical assault; sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or the display of offensive or sexually suggestive pictures or objects.

This Policy applies to all of the Winn Parish Police Jury's employees, managers, supervisors, and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Winn Parish Police Jury, such as a vendor, consultant, client, customer, or other Winn Parish Police Jury contact.

Responsibility:
It shall be the joint responsibility of managers, supervisors, to ensure adherence to this Policy. All supervisors and managers have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment. Supervisors and managers shall discuss this Policy with employees and assure them that they are not required to endure any form of unlawful harassment.

Complaint Procedure:
The Winn Parish Police Jury encourages employees to report all perceived incidents of harassment, regardless of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, co-worker, visitor, customer or other person, must bring the problem to the employer's attention.

If you believe that you have been harassed, you should immediately report the incident to: The Secretary/Treasurer, the Police Jury President, or any supervisor. The complaint will be thoroughly investigated in a professional manner. You should be notified of a decision or of the status of the investigation as soon as possible. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven.
There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action (up to discharge) will be pursued. Disciplinary action (up to discharge) will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate, and consistent with the LA Open Records Act, in order to protect the privacy of persons involved.

General Provisions:
If a harassment complaint is directed against the Secretary/Treasurer, the functions assigned to that (those) person(s) by these procedures will be transferred to a superior as designated by the Parish management.
Retaliatory action of any kind taken as a result of any individual or any employee seeking redress under these procedures is prohibited, and shall be regarded as a separate and distinct cause for complaint and discipline under these procedures.

Mandatory Training
All employees shall complete a minimum of one hour of education and training on preventing sexual harassment each calendar year. Supervisors and any other employees designated by the Police Jury to accept or investigate a complaint of sexual harassment shall receive additional education and training each calendar year. Training may be conducted either in person or via the internet. The Police Jury will maintain employees' training certificates and records on file. These training records shall be public record and available to the public in accordance with the Public Records Law. Any employee that fails to complete the annual mandatory training requirements will be subject to disciplinary action.

Annual Reporting Requirements
The Police Jury will compile an annual report by February 1st of each year, containing information from the previous calendar year. This report shall include:

- The number and percentage of employees and elected Police Jury officials who have completed the mandatory sexual harassment training requirements;
- The number of sexual harassment complaints received;

- The number of complaints which resulted in a finding that sexual harassment occurred;

- The number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- The amount of time it took to resolve each complaint.

These reports shall be public record and available in accordance with the Public Records Law.

Federal and State Laws

Sexual harassment is form of sex discrimination prohibited by federal and state laws, including Title VII of the Civil Rights Act and the Louisiana Employment Discrimination Law. *See* 42 U.S.C. §2000e, et seq.; La. R.S. 23:301, et seq. Employees may obtain additional information regarding sexual harassment from the Equal Employment Opportunity Commission and the Louisiana Commission on Human Rights.