

## Sexual Harassment Policy

Harassment defined: Any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, includes sexual harassment. Conduct that constitutes discrimination or harassment because of sex, race, ancestry, religion, age, disability, or any other protected basis is not allowed. Sexual harassment may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over another, including but not limited to the following:

1. Verbal – sexual innuendos, suggestive comments, threats, sexual humor.
2. Non-verbal – leering, whistling, obscene gestures.
3. Physical – touching, brushing the body, coerced sexual activity, assault.

Any unwelcome sexual advances, requests for sexual favors and any other verbal, physical or inappropriate conduct of a sexual nature constitutes sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding office, shall not be tolerated.

It is the Lafayette Parish Water District South's belief that its employees are the primary means by which its goals and objectives will be met; therefore the rights of all employees must be respected.

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the offending person that the behavior is inappropriate and that they would like it stopped.
- Threatening or insinuating that a staff member's employment, evaluation, wages, advancement, assigned duties, or any other conditions of employment is conditioned upon his or her submission to sexual advances.
- Making decisions relating to a staff member's employment, evaluation, wages, advancement, assigned duties, or any other conditions of employment based on sex, race, color, religion, national origin, age or disability.
- Making offensive or derogatory statements, comments, slurs or gestures because of a staff member's sex, race, color, national origin, age or disability.
- Engaging in any other verbal or non-verbal behavior of an offensive or derogatory nature, because of a staff member's sex, race, color, religion, national origin, age or disability.
- Engaging in unwelcome flirtation, sexual advances, requests for sexual favors, propositions, and other verbal or physical conduct of a sexual nature.
- Displaying sexually suggestive objects, pictures or drawings
- Otherwise unreasonably interfering with work performance or creating an offensive working environment based on a staff member's sex, race, color, religion, national origin, age or disability.

All incidents of harassment should be filed with the Director, who shall immediately make a record of the incident and notify the board. All complaints shall be followed by an investigation with appropriate actions taken following the result of the investigation. Lafayette Parish Water District South strongly disapproves of activity which falls within the definition of harassment in any form and will take appropriate action(s) to prevent the recurrence of any such misconduct. Any staff member who believes he or she has witnessed behavior that violates this policy also must report the incident by following the procedure listed above.

If the employee is uncomfortable speaking with the Director, or if the person does not respect the request, the employee should report the incident to the President or a Board member.

Annually all employees and board members must receive one hour of mandatory training on preventing sexual harassment. The annual Sexual Harassment report must be filed by February 1 beginning 2020 as per LA RS 42:341-345. It is not necessary to send the report anywhere but it must be maintained on file in the Lafayette Parish Water District South Office.

Complaints of discrimination or harassment will not be taken lightly. All complaints will be investigated. Every staff member is required to cooperate fully with the organization in its investigation and to provide the organization with relevant information. All actions taken to resolve complaints of harassment or discrimination will be kept confidential to every extent possible. No staff member who makes a complaint under this policy will have his/her terms or conditions of employment adversely affected because of the making of such complaint. Likewise, no staff member will be penalized for participating in the investigation of complaints.

Any supervisor or other staff member who is found after investigation to have engaged in harassment or discrimination which involves this policy will be subject to disciplinary action and, depending on the circumstances, may be terminated.

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