

SEXUAL HARASSMENT POLICY

Introduction

The Town of Krotz Springs is committed in providing a work environment which is free of harassment, to promote and advance sound and productive working relations and mutual respect among employees. The Town of Krotz Springs supports the fact that everyone has inherent dignity and has the right to have his/her dignity respected and protected. It is the policy of Krotz Springs that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of The Town of Krotz Springs strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment. This policy is intended to guide employer and employees, perpetrators and/or victims of sexual harassment which include:

- *Supervisors
- *Employees
- *Suppliers
- *Guests
- *Suppliers
- *Other customers/service providers having dealings with the business

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or (3) the harassment has the purpose or intimidating, hostile, or offensive working environment.

Purpose

Sexual harassment is a sensitive and controversial issue, but also a challenge faced by many organizations. Productivity, focus and effectiveness may suffer as the victim of harassment attempts to cope with the situation.

Dealing with sexual harassment requires focusing on the entire range of harassment behaviors as well as gray areas of relationships. Adopting a narrower view can be critical because sexual harassment does not only differ from person to person but also culturally. The guidelines will be reviewed regularly in a responsive manner to address this.

The desired outcome of this policy is to improve understanding of the seriousness of sexual harassment, as well as how some minor actions may lead to some serious ones. The cornerstone is that the victims must speak out whether sexual harassment is intentional or unintentional.

Objective

The objectives for developing this policy are:

- *To eliminate acts of sexual harassment at The Town of Krotz Springs
- *To provide appropriate procedures to deal with instances of sexual harassment
- *To prevent the reoccurrence of sexual harassment
- *To encourage and promote the creations of workplaces free of sexual harassment, in which employers and employees respect one another's dignity and integrity, their privacy and right to equality
- *To deal with sexual harassment in a sensitive, prompt, unbiased and confidential manner
- *To ensure that neither the aggrieved nor the alleged harasser are victimized in any other way by either management or workers
- *To prevent employees, including applicants, casual and part-time employees to request or compel managers to engage in sexual activity in return for employment, job retention, salary increase, promotion or service benefits
- *To guarantee job security and job-related benefits of the grievant
- *To ensure that all employees are conversant about sexual harassment and its consequences

Definition of Sexual Harassment

Sexual Harassment is defined as an unwanted or unwelcome sexual advance and/or request for sexual favors that have a negative effect on the recipient. It can range from inappropriate gestures, innuendos, suggestions or hints to touching, comments, statements and/or remarks without consent and at worst, rape. Sexual harassment creates an intimidating, hostile or offensive environment. Sexual attention becomes sexual harassment if:

- a). The behavior is persisted, although a single incident of harassment can constitute sexual harassment.
- b) The recipient has made it clear that the behavior is considered offensive.
- c) The perpetrator should have known from the onset that the behavior is offensive.

Forms of Sexual Harassment

Sexual harassment can take various forms that range from subtle attention to the worst forms of violence such as rape. Examples of forms of sexual harassment are outlined below:

***Non-Verbal Forms-These forms include unwelcome gestures, indecent exposure and the unwelcome display of sexually explicit pictures, objects, leering and winking.**

***Verbal Forms-These forms of sexual harassment include unwelcome innuendos, suggestions and hints, sexual advances, comments with sexual overtones, sexual related jokes.**

EEOC Requirements:

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop, if the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to

that supervisor's immediate supervisor, the department personnel officer, or the employee relations coordinator. Employees, regardless of their gender, are required to report suspected sexual harassment directly to their supervisor, the HR manager or the Mayor immediately in person, phone call or email.

Mandatory Reports

Each agency head shall compile an annual report by February first of each year containing information from the previous calendar year regarding his agency's compliance, including:

- *The number and percentage of public servants in his agency who have completed the training requirements.
- *The number of sexual harassment complaints received by his agency.
- *The number of complaints which resulted in a 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 to the public in the manner provided by the Public Records Bid Law.

Mandatory Training Requirements-R.S. 42:343

*Each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his public employment or term of office, as the case may be.

*An agency head shall require supervisors and any persons designated by the agency to accept or investigate a complaint of sexual harassment in his agency to receive additional education and training.

*The education and training may be received either in person or via the internet through training and education materials approved by the public servant's agency head.

*Each agency head shall ensure that each public servant in the agency is notified of the agency's policy against sexual harassment and the mandatory training requirement on preventing sexual harassment. The agency head, or his designee, shall be responsible for maintaining records of the compliance of each public servant in the agency with the mandatory training requirement. Each public servant's record of compliance shall be a public record and available to the public in accordance with the Public Records Bid Law.

*Local government entities may complete a training course request form on the State Civil Service website at:

<https://www.civilservice.louisiana.gov/Divisions/Training/PreventingSexualHarssement.aspx>

Employee signature & Date