

HARASSMENT AND DISCRIMINATION POLICY

It is the policy of the Bossier Parish Clerk of Court to maintain a work and public service environment that is free of harassment or discrimination of any nature, including sexual harassment or harassment or discrimination that is based on gender, race, color, religion, national origin, age, genetics, or disability.

This policy is intended to prohibit all offensive conduct, whether verbal, visual or physical, that is directed at an employee because of a protected characteristic. Following are examples of the types of conduct that violates this policy, but is not limited to:

- Slurs, jokes, or degrading comments based on a protected characteristic
- Unwanted attention of a sexual nature
- Unwelcome sexual advances or flirtation
- Physical assaults
- Unwelcome hugging, touching, or kissing
- Suggestive or lewd remarks
- Requests for sexual favors/propositions
- Display of sexually suggestive or otherwise offensive pictures, graffiti, posters, calendars or objects
- Intentional physical contact or touching, such as patting, pinching, or brushing against another's body
- Using sexually degrading words to describe an individual
- Unwelcome requests to date another employee

Conduct that violates this policy includes any unwelcome sexual advances, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- Agreeing to such conduct is directly or indirectly a condition of employment
- Agreeing to or refusing such conduct is used as the basis for an employment decision; and/or
- Such conduct interferes with work performance or creates an intimidating, hostile or offensive work environment

This policy prohibits any overt or subtle pressure for sexual favors; including, implying (or threatening) an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment or future job opportunities.

This policy prohibits harassment and discrimination by or of all employees, managers, co-workers, customers, vendors, guests, or suppliers. No employee is to harass, discriminate, or retaliate against any third-party. Any offensive conduct, directed at a third-party because of their race, sex, national origin, religion, disability, pregnancy, age, military status, or any other protected characteristic is also prohibited.

Any employee who believes that someone has violated this policy must bring the matter to the attention of their immediate supervisor. If the complaint is about your supervisor or other member of management, you should bring the matter to the attention of the Clerk of Court. The Clerk of Court will promptly investigate all facts and circumstances and take appropriate corrective measures.

If prohibited or unwelcome conduct is that of any non-employee, the employee should notify their supervisor at once. The supervisor shall contact the Clerk of Court. The Clerk of Court will promptly investigate all facts and circumstances and take appropriate corrective measures.

The Bossier Parish Clerk of Court recognizes the highly sensitive nature of reporting harassment or discrimination and will make every effort to keep such matters as confidential as possible, limiting involvement to only those who have a need to know. Until an investigation is conducted, conduct that is unwanted must be ceased at once (by an employee or non-employee) as a matter of policy.

Violation of this policy will result in discipline up to and including discharge at any time with or without prior corrective action notice or warning as may be deemed appropriate based on an investigation. Any retaliation against an employee who has filed a complaint is strictly prohibited and is grounds for corrective action up to and including discharge.

Louisiana Revised Statute 42:343 Preventing sexual harassment; mandatory training requirements

- 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 required pursuant to this Section 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 Law.
- Each agency head shall ensure that its policy against sexual harassment and its complaint procedure is prominently posted on its website or, if the agency does not have a website, that a notice on how to obtain the information is posted in a conspicuous location in each of the agency's offices.