



Harassment Policy

It is illegal to harass others on the basis of their sex, age (40 or older), race, color, national origin, religion, marital status, citizenship, disability and other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups (including e-mail), and other verbal, physical or visual behaviors.

Sexual harassment is also prohibited. Sexual harassment violates the Equal Employment Opportunity Commission Guidelines, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, the Louisiana Employment Discrimination Law, and La R.S. 42:341-345. The harasser could be an employee, Board member, or a non-employee who has a business relationship with LEDA. Any employee who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission.

Prohibited conduct includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment shall not be tolerated.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, business meetings and business-related social events.

Unwelcome actions such as the following are inappropriate and depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment (the following are a few examples and are not all-inclusive); propositions; lewd comments about an individual's body; touching or grabbing of a sexual nature; sexual pranks, jokes, teasing or innuendo; sexually provocative pictures and other verbal, physical or visual harassment, including electronic communications/e-mail are prohibited. NOTE: Sexual statements can be made in person, in writing, or electronically, such as email, instant messaging, text messaging, blogs, web pages, social media, etc.

Charges of harassment or sexual harassment are serious charges, and employees should report incidents when they occur. However, due to the seriousness of these charges and the potential damage that could be done to those who are charged, employees shall refrain from making casual, misleading or false charges of such behavior. False and/or malicious complaints of sexual harassment may be subject to disciplinary action, up to and including termination.

Procedure

If you feel that you have been subjected to harassment, you should do the following:

- Continue to report to work;
- Inform the person who has offended you that their actions are inappropriate and should be stopped, if you feel secure in doing so;



- Document the occurrence(s) with very specific facts, including names, dates, times, places, witnesses, etc.; and
- Report the action to the President immediately. It is the President's duty to listen to such complaints and follow investigative procedures. If an employee feels harassed by the President, the employee should notify the Administrator or their supervisor.

Complaints will be immediately investigated and may lead to disciplinary action, up to and including termination in cases of gross misconduct.

Employees are responsible for cooperating fully with any investigation of a complaint of sexual harassment. Information related to complaints and investigations will remain confidential to the fullest extent possible. Employees cooperating in an investigation shall maintain the confidentiality of the investigation to protect the reputations of all involved.

Confidentiality is expected, but total confidentiality may not be guaranteed when investigating a sexual harassment complaint. Management may be required to inform those on a need-to-know basis of the details surrounding the complaint. Although confidentiality is expected, the witnesses and others questioned may not maintain total confidentiality. This should not deter filing complaints of sexual harassment. Confidentiality violations will be handled on a case-by-case basis.

No employee who makes a good faith complaint under this policy, or who participates in an investigation of a charge made under this policy or any other proceeding involving a complaint of sexual harassment, shall be adversely affected because of his complaint or participation. Acts of retaliation shall be reported immediately and will be promptly investigated and addressed.

Training

All employees and Board of Commissioners are required to complete an online course on Preventing Sexual Harassment by December 31st of each year. The Administrator shall maintain records of compliance for each employee and Commissioner. Failure to complete the mandatory training requirements may result in disciplinary action, up to and including termination.

Reporting

An annual report will be compiled by LEDA and submitted to the Louisiana Division of Administration by February 1st of each year containing information from the previous calendar year regarding compliance with the requirements of this policy. These reports shall be public record and available to the public in accordance with the Public Records Law.