

730 SEXUAL HARASSMENT

It is the policy of the Lincoln Parish Police Jury to maintain a work and public service environment that is free of sexual harassment. Sexual harassment of staff or the public is strictly prohibited and will not be tolerated.

Sexual harassment is a violation of federal law. The Equal Employment Opportunity Commission defines sexual harassment broadly. Its guidelines state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to or rejection of a sexual invitation is used as the basis for employment decisions: or
2. Sexual advances, requests for sexual favors, (or other conduct) have the purpose or effect of unreasonably interfering with an individual's work performance or creating an "intimidating, hostile, or offensive work environment.

Any employee who feels that he or she has been harassed should immediately notify the Parish Administrator. The privacy of parties involved must be maintained. While any party is to be assumed innocent of any wrongdoing in the sense of guilt or innocence or formal

discipline until an investigation and hearing 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 by employees 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.

If prohibited or unwelcome conduct is that of any non-employee, the employee should notify their supervisor at once. The supervisor shall attempt to contact the Parish Administrator at work or home. If neither is available, the supervisor should use discretion and their best judgment in acting on the situation. The non-employee may be observed, discreetly made aware of the unwelcome nature of them

conduct, or if necessary, asked to leave and contact the Parish Administrator for reinstatement of privileges. Any retaliation against an employee who has filed a complaint is strictly prohibited and is grounds for corrective action up to and including discharge.