

Washington Parish Government's Policy against Workplace Harassment

The Parish has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), sickle cell trait, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment and shall not be tolerated.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory jokes/comments;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to supervisors and/or Human Resource Office;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and;
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility

or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), sickle cell trait, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- Discriminatory Harassment:
 - Racial Harassment: Racial slurs, insults, jokes, and degrading comments
 - Gender Harassment: Gender-based harassment is discriminatory behavior toward a person on their gender
 - Religious Harassment: Intolerance towards religious holidays, traditions, and customs
 - Disability-Based Harassment: personal disability, acquainted with a disable person, and use of disable services
 - Sexual Orientation-Based Harassment: Sexual orientation is different from those around them
 - Age-Based Harassment: Attempts to push the individual into early retirement
- Personal Harassment: Personal humiliation, ostracizing behavior, and intimidation tactics;
- Physical Harassment: Direct threats, physical attacks, threatening behavior, and destroying personal property;
- Psychological Harassment: Isolating person presence, belittling person ideas, and spreading rumor;
- Cyberbullying Harassment: Posting derogatory things on social media;
- Retaliation Harassment: Exacting revenge on someone who reported a violation to policies;
- Verbal Harassment: Threatening, yelling, insulting or cursing an employee publicly or privately;
- Use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- Display of symbols, slogans, or items that is associated with hate or intolerance

towards any select group.

Reporting Discrimination and Harassment

If an employee feels like they witnessed or have been subjected to any form of discrimination or harassment, they should immediately notify the Human Resource office or Personnel Director at 985-839-7825.

The Parish prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate all claims of harassment, requiring the alleged harasser and the alleged victim to participate in the investigation. Appropriate action will be taken when warranted. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and termination. If the Parish determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Human Resource Office may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Parish will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.