**Harassment Policy**

This policy is intended to ensure an environment which respects the dignity and worth of individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment because of race, color, religion, gender, origin, sexual orientation or gender, age, ancestry, disability, marital status, military status, political affiliation or belief or activity, or any other characteristic protected by law.

Workplace harassment, including sexual harassment will not be tolerated. This policy covers all harassment occurring in the work environment whether in our offices or elsewhere. It is the responsibility of all employees of STPRD #6 to conduct themselves in a manner that contributes to an environment free of unlawful harassment.

Sexual harassment is a form of discrimination involving unwelcome sexual or sex-based conduct that interferes with the employment of others. Harassing behaviors can be verbal, non-verbal, or physical, and range from subtle innuendo of a sexual nature to coerced sexual activity. Some examples of workplace behaviors that are sexually harassing include:

-Threatening or taking adverse employment actions if sexual favors are not granted

-Demands for sexual favors in exchange for favorable or preferential treatment

-Unwanted sexual remarks or inferences

-Offensive comments about sex or gender specific traits

-Unwelcome sexual propositions, gestures, sounds, threats, bribes, written notes, or phone calls

-Unwanted physical contact of a sexual nature (touching, pinching, kissing, or holding)

Sexual harassment violates STPRD #6 policy as well as Federal law, and employees should be aware that substantiated incidents of such behavior could result in disciplinary action for offenders as severe as dismissal as unacceptable personal conduct. In addition, people who engage in sexual harassment may be subject to civil or criminal action.

**Other Prohibited Workplace Harassment** is defined as either verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, or any other characteristic or activity prohibited by law and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or has the purpose or effect of unreasonably interfering with an individual’s work performance. Some examples of such harassment include, but are not limited to: using epithets or slurs: threatening, intimidating or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks; or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion to a person or group because of a protected characteristic.

**Reporting Harassment**

Prompt reporting of all incidents of workplace harassment is required. If you believe you are being harassed, or have witnessed harassment, you should promptly notify your supervisor or the director. When a report of harassment is made, a prompt and thorough investigation which maintains confidentiality must take place. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused and remedial action will be taken, if appropriate.

Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to retaliation. Retaliation is considered a serious violation of this policy and should be reported immediately. The director will be held accountable for adhering to this policy, for reporting promptly any incident of harassment and for maintaining a positive and productive work environment. If a supervisor/director receives a report of harassment or believes he/she has observed harassment, he/she is required to notify the director. Failure to make required notification may subject the supervisor/director to discipline, up to and including dismissal.

All Board members, employees of STPRD #6 are required to take on line sexual harassment training

through Louisiana State Civil Service testing, and submit a certification of completion.