

#2

VILLAGE OF PORT VINCENT

HARASSMENT POLICY

This represents the policy of the Village of Port Vincent concerning harassment – both general and sexual. Any questions concerning the context of this policy should be discussed with the VPV Council.

It is the belief of the Council that its employees are the primary means by which the goals and objectives of the organization will be met. As a result, it is imperative that the rights of all employees must be respected. All employees of the Village of Port Vincent must understand its position on harassment.

Harassment is any unwanted physical or verbal conduct or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including discrimination and sexual harassment.

As a Village Municipality, we strongly disapprove of activity which falls within the definitions of harassment and will take appropriate action to end said harassment and/or prevent the recurrence of any such misconduct. Any form of harassment or discrimination that violates federal, state or local law, including, but not limited to, that which is related to an individual's race, religion, color, sex, sexual orientation, national origin, pregnancy, age, or disability, is a violation of this policy and will be treated as a disciplinary matter.

Any employee of the Village of Port Vincent may file a complaint of sexual harassment if they feel they have been harassed in any way.

The procedure for reporting and dealing with an issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that their behavior is inappropriate and that they would like it to stop
- If the employee is not comfortable discussing the issue with the person, the employee should take the matter to his/her immediate supervisor. If this course is not available, the matter can be taken to anyone in a position of leadership.

- No retaliation of any kind will be tolerated because an employee in good faith reports an incident of suspected harassment. The Supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

Sexual Harassment may be defined as unsolicited, offensive behavior that includes but not limited to the following:

1. Verbal: Sexual innuendos, suggestive comments, threats, sexual humor;
2. Non-Verbal: Leering, whistling, obscene gestures;
3. Physical: Touching, brushing the body, coerced sexual activity, assault.

Factual Investigations will be required on all complaints. A thorough and fair investigation will take place, giving careful consideration to protect the rights and dignity of all persons involved. This investigation will be conducted by the Village Attorney.

Regardless of the outcome of the investigation by the Village Attorney, a complainant may pursue a claim under state and/or federal law.

Any employee, manager, or supervisor found by the company to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

Sexual harassment as defined in La. R.S. 42:342 will not be tolerated and the Village of Port Vincent will take appropriate action to end any such harassment and/or prevent the recurrence of any such misconduct.