

## NON-HARASSMENT POLICY

### POLICY:

The Levee District is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the Levee District strictly forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this Policy. Any harassment prohibited by this Policy, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work sponsored activities.

### HARASSMENT DEFINED:

The Levee District prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability or any other characteristics protected by federal, state or local law. The Levee District also specifically prohibits sexual harassment, which is defined in this Policy as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. The conduct prohibited by the preceding paragraph will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and or:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual;
3. The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment. The types of behaviors that may constitute prohibited harassment include, but are not limited to: derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color, religion, national origin, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law; unnecessary touching or physical assault; sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or the display of offensive or sexually suggestive pictures or objects.

### RESPONSIBILITY:

It shall be the joint responsibility of the Executive Directors or other supervisory personnel to ensure adherence to this Policy. All supervisory personnel and managers have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment.

Supervisory personnel and managers shall discuss this Policy with employees and assure them that they are not required to endure any form of unlawful harassment.

## COMPLAINT PROCEDURE:

The Levee District encourages employees to report all perceived incidents of harassment, regardless of the position of the alleged offender. Any employee, who has a harassment complaint against a supervisor, coworker, visitor, customer or other person, must bring the problem to the Executive Director's attention. If you believe that you have been harassed you should immediately report the incident to:

The Executive Director for the Levee District at his discretion may designate some other person to receive the complaint. If you are uncomfortable with reporting the harassment to this person or if you believe that your complaint was not properly addressed, you should report the incident to:

1. The President of the Levee District Commission
2. The Levee District has designated the Executive Director to receive complaints. The complaint will be thoroughly investigated in a professional manner. You will be notified of a decision or of the status of the investigation as soon as possible. There will be no discrimination or retaliation against any individual who files a good-faith harassment complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be proven. There will be no discrimination or retaliation against any other individual who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action (up to discharge) will be pursued. Disciplinary action (up to discharge) will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly. Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable and appropriate, and consistent with Louisiana Law, in order to protect the privacy of persons involved.

## GENERAL PROVISIONS:

- A. If a harassment complaint is directed against the Executive Director, the functions assigned to that (those) persons(s) by these procedures will be transferred to the President of the Levee District Commission or his/her designee.
- B. Retaliatory action of any kind taken as a result of any individual or any employee seeking redress under these procedures is prohibited, and shall be regarded as a separate and distinct cause for complaint and discipline under these procedures. A summary of this Policy will be conspicuously posted at all sites. The Levee District reserves the right to interpret, apply, amend or revoke this Policy at any time. It is the policy of the Levee District to comply with the letter and the spirit of applicable federal, state and local laws concerning equal employment opportunities. In keeping with this commitment, the Levee District strictly enforces this policy.
- C. Non-Harassment Policy, which prohibits sexual harassment and other forms of harassment as defined in the Policy.

The Levee District's Policy prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability, or any other characteristics protected by federal, state or local law. The Levee District also specifically prohibits sexual harassment, which includes any sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature.

This Policy applies to all the Levee District's employees, managers, supervisor personnel and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Levee District, such as a vendor, consultant, client, customer, or other Levee District contact. All supervisor personnel and managers have an affirmative obligation to maintain a workplace free of unlawful harassment.

If you experience any harassment, you should immediately report the incident to the Executive Director. If you are uncomfortable with reporting the harassment to this individual or if you believe that your complaint was not properly addressed, you should report the incident to the Levee District's Commission President.

Your complaint will be taken seriously and investigated promptly. Appropriate action, up to and including termination, will be taken against individuals who violate this Policy. The Levee District prohibits any form of retaliation against any employee for filing a complaint in good faith pursuant to the Policy, or for participating in good faith in an investigation.

A copy of this policy shall be provided to all employees.

#### MISCELLANEOUS

1. Sensitivity for feelings of others in the office and in the entire workforce should always be considered when decisions are made or actions taken. Employees should treat others in the same manner, as they want to be treated.
2. Employees should endeavor to communicate directly with the other affected parties when a problem or conflict develops between them. Harboring ill feelings or grudges interferes with work performance and festers if not dealt with quickly. Communication is the key to good working relationships.
3. Loud talk, laughing, etc. should be kept to a minimum. Always assume that there are visitors in the office and let your actions be governed accordingly.
4. Employees are to report to work on time and take set lunch and coffee breaks.
5. Sleeping on the job, regardless of an employee's position, shift, or duties, is strictly prohibited.

If an employee violates any of these policies, they will receive a verbal warning. For a second violation, the employee will then receive a written warning in which the employee must acknowledge the violation with his/her signature. This warning will be filed in the employee's personnel file. If the employee is in violation of the policies herein and already has two warnings, termination may be exercised at the discretion of the Executive Director.