

# Harassment / Sexual Harassment

## Harassment

All employees are allowed to work in a positive, respectful, and productive work environment free from all forms of discrimination and harassment based on race, color, religion, gender, age, national origin, disability, citizenship status, veteran status, pregnancy, or any other reason prohibited by federal, state or local laws. We do not allow or condone harassment from co-workers, supervisors, the Clerk, customers, or clients. The bottom line is that all forms of harassment are strictly forbidden.

## Sexual Harassment

Any repeated or unwanted verbal or sexual advances, or sexually explicit derogatory remarks/statements made by someone in the workplace that are offensive to the recipient, cause the recipient discomfort/humiliation, or interfere with the recipient's job performance is considered sexual harassment. This also includes other visual or physical conduct of a sexual nature.

Sexual harassment on the job may take several forms, including:

- Unwelcome sexual flirtations, advances, propositions, or gestures.
- Sexual advances.
- Discriminatory intimidation or ridicule.
- Sex-based slurs or epithets.
- Extremely insensitive conduct because of sex/gender.
- Requests for sexual favors.
- Unwelcome or offensive touching.
- Continued or repeated verbal abuse of a sexual nature.
- Verbal harassment, such as jokes and innuendoes.
- Conduct based on sex but not motivated by any sexual desire, such as the use of sex stereotypes.
- Graphic, verbal comments about an individual's body.
- The display of pornographic or sexually suggestive material or degrading materials relating to a person's protected status, including materials displayed using electronic communications resources. (such as the Internet, intranet, voice mail, or e-mail system)
- Jokes or cartoons of a sexual nature on display or distributed.
- The use of sex stereotypes, such as the perceived failure to conform to gender stereotypes.

## Complaint Procedure

The Clerk of Court strictly prohibits sexual harassment and requires reporting any and all incidents of harassment or retaliation at the first instance, regardless of the offender's identity or position.

Individuals who believe they have experienced or witnessed harassment or sexual harassment should file a complaint with the Clerk or Chief Deputy at the first instance. If the employee feels uncomfortable reporting the incident of harassment to the Clerk or Chief Deputy or that sufficient attention has not been given to his or her complaint, the employee should contact the Louisiana Clerks of Court Association at (800) 256-6660 or the Clerks of Court hotline at (888) 288-9988. All complaints will be investigated and appropriate action will be taken. Complaints will be kept confidential to the extent reasonably possible; however, complete confidentiality cannot be guaranteed. Training on this policy is mandatory for all employees and shall be conducted annually.

Employees may be disciplined, up to and including immediate termination, for violations of the Equal Employment Opportunity or Harassment policies.

## Non-Retaliation

Employees who report a violation of Equal Employment Opportunity or Harassment policies in good faith or participate in an investigation will not be retaliated against. This means employees engaging in this protected activity will not suffer an adverse employment action (such as termination, demotion, reassignment, reduction in pay, change in pay, working hours, or benefits, amongst other actions) because they made a good faith report of the violation. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.