

City of Broussard

Offensive Behavior – Workplace Harassment, including Sexual Harassment

It is the policy of the City of Broussard provide to all employees and volunteers with a workplace that is safe, comfortable, and free of harassment. It is our policy to prohibit all forms of harassment at work, including harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, disability genetics or veteran status or any characteristics or activity protected under applicable law. All employees are responsible for complying with the policy against Workplace Harassment.

Any employee who engages in harassment on the basis of age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, disability, genetics, veteran status or any other characteristic or activity protected under applicable laws; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment has committed misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Harassment in general is prohibited. Harassment includes slurs and other verbal or physical conduct relating to an individual's race, color, religion, sex, sexual orientation, gender, gender identity, age, disability, national origin, or genetics, veteran status or any other characteristic or activity protected under applicable laws. Harassment is defined as behavior which has the purpose or effect of creating an intimidating, hostile, or offensive working environment, or has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Sexual harassment is prohibited and includes any unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment'
- Submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- Such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

This policy prohibits sexual advances, requests for sex (with or without related threats and promises of favors or other benefits), or other verbal or physical sexual conduct that could have a harmful effect on any employee's work performance or create a hostile or offensive work environment.

Examples of "sexual harassment" include:

- Obscene or sexually suggestive comments about a person's body.
- "Off color" language or "dirty" jokes of a sexual nature.
- Slurs, threats, repeated commands or other offensive verbal or physical conduct relating to a person's sex or sexual orientation.
- Offensive or unwelcome sexual flirtations, advances, or propositions, communicated verbally, by touch, or in writing.
- Use of sexually degrading words to describe a person or a group of people.
- Any display of sexually explicit photographs, drawings, greeting cards, articles, books, magazines, or other printed items; or
- Repeated unwelcome or unnecessary touching of any part of another's body.

Harassment at work is strictly prohibited, whether committed by employees (management or non-management), vendors, citizens, or volunteers. Under this policy, managers or supervisors cannot threaten or imply that giving into or rejecting sexual advances will influence any decision regarding your employment.

Harassment by an employee will result in disciplinary action up to and including dismissal and may lead to personal legal and financial liability. You are encouraged to report your complaint if you believe you have been subjected to any form of harassment at work or during a work-related activity or you learn of such harassment.

Complaints of harassment at work will be promptly, thoroughly, and carefully investigated in a confidential manner. Under this policy, no manager or supervisor can retaliate or try to harm anyone in any way who chooses to file a harassment complaint.

Concerns about harassment at work by anyone, including managers, supervisors, co-employees, guests, citizens, volunteers, or visitors should immediately be brought to the attention of the EEO Coordinator or the Mayor.

At the conclusion of any investigation, the investigator will review the findings with the person(s) who made the complaint. If the investigation reveals that the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again, up to and including discharge of any employees believed to be guilty of harassment. In any case, particularly in situations where the facts uncovered during the investigation are inconclusive or unclear, management may take other actions including ensuring that all parties are reacquainted with the policy prohibiting harassment at work.