

Calcasieu Parish Clerk of Court
HARASSMENT-FREE WORK ENVIRONMENT POLICY

All employees are entitled 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, sexual orientation, 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 of Court, customers, clients, contractors, vendors, court personnel and/or anyone we come in contact with as a part of our work.

More specifically, it is a violation to engage in conduct that interferes with a protected employee's work environment.

The bottom line: all forms of harassment are strictly forbidden.

Managers or Supervisors may never threaten or insinuate that an employee's refusal to submit to sexual advances will affect the employee's employment, evaluation, wages, advancement, or other terms and conditions of employment.

Sexual Harassment

Sexual harassment is only one form of unlawful harassment. Sexual harassment is defined as:

- unwelcome sexual advances,
- requests for sexual favors, and
- other visual, verbal, or physical conduct of a sexual nature

when:

- a person's employment depends on submission to the conduct,
- submission to or rejection of the conduct affects employment decisions concerning the person, or
- such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive working environment.

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

- unwelcome sexual flirtations, advances, propositions, or gestures,
- requests for sexual favors,
- unwelcome or offensive touching,
- continued or repeated verbal abuse of a sexual nature,
- verbal harassment, such as jokes and innuendoes,
- graphic, verbal comments about an individual's body,
- the display of pornographic, racist, or sexually suggestive materials, or degrading materials relating to a person's protected status, including materials displayed using electronic communication resources (such as internet, voice mail or e-mail system),
- jokes or cartoons of a sexual nature on display or distributed.

Management's Responsibility regarding harassment:

Managers and Supervisors are responsible for providing a work environment free from unlawful discrimination and harassment, including sexual harassment. When a member of management is notified of a complaint of discrimination, harassment, or sexual harassment by an employee, applicant, customer, client, contractor or vendor, or observes, overhears or is advised of inappropriate behavior or comments, management must take action to ensure that the conduct is promptly investigated.

Employee's Responsibility regarding harassment:

All employees have an obligation to contribute to a harassment-free workplace by taking action if they:

- feel uncomfortable in a situation because of someone's harassing, sexually suggestive, abusive or discriminatory behavior,
- feel that another's harassing, sexually suggestive, abusive or discriminatory comments or actions are improper in a work environment,
- believe that another's harassing, sexually suggestive, abusive or discriminatory behavior impairs their ability to do their job, or
- want the harassing, sexually suggesting, abusive or discriminatory behavior to stop.
- All employees have an obligation to cooperate in company workplace investigations.

Harassment Complaint Procedure

Any employee who wishes to report a violation of our harassment policies should be advised to take the following steps:

- Explain the situation to his or her immediate supervisor.
- If the employee is not satisfied with his or her supervisor's response, OR if the employee is uncomfortable speaking with his or her immediate supervisor, the employee should immediately contact a member of the Administrative Staff or the Clerk of Court.
- If the employee still feels that sufficient attention has not been given to his or her complaint, or if the employee is uncomfortable speaking with a member of the Administrative Staff or the Clerk of Court, the employee should contact Debbie D. Hudnall, the Executive Director of the Louisiana Clerk of Court's Association, by calling 1-800-256-6660.

All complaints of unlawful harassment, discrimination, and retaliation will be investigated and appropriate action will be taken to prevent and promptly correct any discriminatory harassing behavior. Complaints will be kept confidential, to the extent reasonably possible; however, complete confidentiality cannot be guaranteed. It is unlawful for the Clerk of Court to retaliate against any employee for reporting in good faith a complaint of harassment, discrimination, or any other violation of law.

Employees who are found to have violated Harassment Policies may be disciplined. Discipline may include immediate discharge.