

Policy: The Town of Erath will comply with all sexual harassment laws included in Louisiana Revised Statute 42:341-345 which are detailed below.

The Sexual Harassment Policy prohibits the following:

- A. Unwelcome sexual advances, request for sexual favors, and other verbal, physical, or inappropriate conduct of sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or holding of office, unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated.
- B. The Town of Erath prohibits sexual harassment of its employees by an other employees or other person. All employees must conduct themselves in a professional and respectful manner at all times and not engage in any conduct or communication which would be construed as offensive to others.
- C. Sexual harassment includes unwelcome verbal or physical conduct towards another that is sexually offensive, vulgar, derogatory, or suggestive to an unwilling party. It can include vulgar jokes, suggestive comments, inappropriate touching and other similar behavior which is unwelcome by other party or parties.
- D. Sexual harassment includes any sexual offensive conduct based on sex regardless of whether such conduct is engaged in by a male towards a female, female towards a male or between person of same sex.

An effective complaint or grievance process that includes taking immediate and appropriate action when a complaint of sexual harassment involving any public servant in the agency is received. The complaint policy shall detail who may make a complaint to whom a complaint may be made and shall provide for alternative designees to receive complaints. Actions taken on the complaint shall be documented.

- E. Any person who feels that he or she has been subjected to sexual harassment in violation of this policy should immediately and confidentially report it to any of the following
 - 1. Immediate Supervisor, Mayor or Mayor Pro-temp of the Board of Alderman.
 - 2. Incidents of alleged sexual harassment will be promptly investigated as confidentially as possible and appropriate actions will be taken. If management is not informed, it cannot prohibit conduct.
- F. A clear prohibition against retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment.

1. The Town of Erath prohibits any form of retaliation against any employee filing a bona fide complaint under this policy or for assisting in a complaint investigation.

G. Preventing sexual harassment; mandatory training requirements:

1. Each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year.
2. Any agency shall require supervisors and any persons designated by the agency to accept or investigate a complaint of sexual harassment in his agency to receive additional education and training.
3. The education and training required pursuant to this section may be received either in person or via the internet through training and educational materials approved by the public servant's agency head.
4. Each agency head shall ensure that each public servant in the agency is notified of the agency's policy against sexual; harassment and the mandatory training requirement on preventing sexual harassment. The agency head, or his designated, shall be responsible for maintaining records of the compliance of each public servant in the agency with the mandatory training requirement.

H. Mandatory reports are required from each agency head annually by February first of each year containing information from the previous calendar year regarding his agency's compliance with the requirements of this Chapter including the number and percentage of public servants in his agency who have completed the training requirements, the number of sexual harassment complaints received by his agency, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.