

POINTE COUPEE SHERIFF'S OFFICE GENERAL ORDER	Effective Date 03-08-2019	Number 140
Subject EQUAL EMPLOYMENT OPPORTUNITY AND ANTI- HARASSMENT		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amend <input type="checkbox"/> Rescind	Re-evaluation <input type="checkbox"/> 6mos <input checked="" type="checkbox"/> 12mos <input type="checkbox"/> 24mos	
Category Administration	Page/Total Pages 1/3	

Policy Statement

The purpose of this policy is to maintain a healthy work environment and to provide procedures for the reporting, investigation, and resolution of complaints of harassment. It is the policy of the Pointe Coupee Parish Sheriff's Department that all employees have the right to work in an environment free of all forms of harassment, including harassment based on race, color, sex, religion, sexual orientation, national origin, disability, age, or any other legally protected class. The Department does not condone and will not tolerate any form of harassment. Therefore, the Department shall take direct and immediate action to prevent such behavior and to remedy all confirmed instances of harassment prohibited by this policy.

- A. **Purpose of Policy** – This Policy is part of the Sheriff's Office commitment to comply with the requirements and objectives set forth in the Louisiana Employment Discrimination Law, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Veterans Employment and Readjustment Act of 1972, the Equal Employment Opportunity Act of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, Louisiana Executive Order JBE16-11, and La. R.S. 42:342, *et seq.*
- B. **Equal Employment Opportunity**—It is the policy of the Department to ensure equal employment opportunity without discrimination or harassment on the basis of race, sex, color, national origin, age, religion, disability, citizenship, marital status, veteran status, political affiliation, gender identity, or any other characteristic protected by law. The Department prohibits and will not tolerate any such discrimination or harassment.
- C. **Harassment** - Sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or affect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Depending on the circumstances, such behavior may include but is not limited to: unwanted sexual advances or requests for sex; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body or sexual activities; leering or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually subjective objects or pictures through e-mail or otherwise.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, such harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his race, color, religion, national origin, age, disability, citizenship, marital status, or any characteristic protected by law. This includes conduct that: (a) has the purpose and effect of creating an intimidating, hostile, or offensive work environment; (b) has the effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects individual's employment opportunities. This includes but is not limited to: epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and display or circulation in the workplace of material that denigrates or shows hostility or aversion to an individual or group.

- D. **Individuals and Conduct Covered**— These policies apply to all applicants and employees, whether the conduct engaged in by fellow employees, supervisors, or someone not directly connected to the Department, including any outside vendors, consultants, or third parties. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as on business trips, business meetings, and social events.
- E. **Retaliation**—The Department prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or participating in an investigation is a serious violation and violators will be subjected to disciplinary action, up to and including discharge.
- F. **Reporting an Incident**— The Department strongly urges reporting of all incidents or discrimination, harassment, or retaliation, regardless of the offender's identity or position. Complaints should be reported as soon as possible after any alleged incident has occurred. Individuals who have experienced conduct that they believe is contrary to this policy should immediately notify one of the following before the conduct becomes severe or pervasive: the immediate supervisor, any division head, or the Sheriff. Likewise, any employee who has witnessed conduct that they believe is contrary to this policy should report such conduct as soon as possible after any alleged incident has occurred.

Early reporting and intervention are the most effective ways of resolving actual or perceived incidents or discrimination or harassment. Thus, the Department strongly urges prompt reporting of complaints or concerns so that prompt action can be taken. Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. Conduct found inconsistent with this policy will be addressed with appropriate action and/or discipline, up to and including discharge. Actions taken on any complaint will be appropriately documented.

BY ORDER OF:


A handwritten signature in black ink, appearing to be 'B. J. ...', is written over a horizontal line. The signature is stylized and somewhat cursive.

SHERIFF