

## **SECTION XIV PROHIBITION AGAINST HARASSMENT**

- a)** Harassment of any kind is prohibited and will not be tolerated.
  - b)** The purpose of this policy is to ensure Assessor's office employees do not have to endure harassment by any other employee, or non-employee engaged in business with the Jefferson Parish Assessor's Office, and to provide for a workplace which is conducive to efficient, productive public service free from any harassing conduct or behavior. The purpose is also to provide corrective consequences where employees may seek relief from all forms of workplace harassment.
  - c)** "Harassment" is defined as unwelcome verbal, physical, sexual or other conduct that is derogatory or shows hostility toward an individual for any reason, including the individual's race, color, religion, gender, marital status, familial status, national origin, age, mental or physical ability, sexual orientation, gender identity, genetic information, pregnancy, or veteran status and which has the purpose or effect:
    - i)** of creating an intimidating, hostile, abusive or offensive work environment;
    - ii)** of unreasonably interfering with an individual's work performance; or
    - iii)** otherwise adversely affects an individual's employment and employment-related opportunities.
  - d)** "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated.
    - i)** Examples of prohibited sexual harassment conduct include, but are not limited to, verbal or physical contact, such as pinching, kissing, grabbing, patting or hugging, and written or graphic material that is reasonably deemed to be sexually provocative or stimulating and is placed on walls or elsewhere in the employer's premises or circulated in the workplace or sending, displaying or disseminating inappropriate jokes or other written or graphic material that is reasonably deemed to be sexually provocative or stimulating via email, the internet or by fax, or downloading this material from the internet.
  - e)** Every employee is responsible for conducting himself in a courteous, civil and respectful manner toward all persons.
    - i)** All employees have an obligation to adhere to this policy by refraining from any conduct that violates this policy, including interactions on social media.
    - ii)** Every employee is required to assist the Jefferson Parish Assessor's Office in ensuring a work environment free of harassment.
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- iii) Any employee who reasonably believes the words or actions of another employee, violates this policy has the responsibility to immediately report such behavior to their immediate supervisor.
- iv) Any affected employee may respond to the harassment in the following manner:
  - (1) Politely but firmly tell the offending individual to stop the harassing conduct, and
  - (2) report the conduct to the employee's supervisor.
- f) Supervisors must take immediate action to stop and prevent harassment of any kind where they know or have reason to know that it is occurring.
- g) Every effort should be made to treat matters as confidential.
- h) Any employee who has been harassed by another at the workplace or any affected employee shall immediately report the situation to the employee's immediate supervisor or the Chief Deputy Assessor.
- i) Upon receipt of a report of workplace harassment, the supervisor to whom the incident is reported will notify the Chief Deputy Assessor.
- j) Incidents should be immediately handled by the Chief Deputy Assessor in accordance with the following procedure:
  - i) Affected or involved employees will be counseled and interviewed as appropriate.
  - ii) Counseling and interviews should be documented.
  - iii) All reasonable measures shall be undertaken to ensure privacy and confidentiality of corrective action.
- k) All complaints must be thoroughly and promptly investigated.
  - i) Actions taken on the complaint shall be documented.
  - ii) In the event the person making the complaint is not satisfied with the report or the results of the investigation, the person making the complaint may request the issue be addressed by the Assessor.
- l) Any employee who, in good faith, files a harassment complaint, reports harassing conduct or participates in any way in an investigation or proceeding involving a complaint of any kind of harassment will not be subject to reprisal or retaliation of any kind.
- m) Any employee who is found to have knowingly brought forward unfounded or untrue accusations of workplace harassment or retaliation may be subject to disciplinary action up to and including termination.
- n) Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA), and LA R.S. 42:341, et seq.

## **SECTION XVI ENFORCEMENT**

These rules and regulations shall be administered by the Jefferson Parish Assessor and/or his designee. Any infraction of the rules and regulations by any employee shall subject the employee to disciplinary action up to and including termination.

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