

Harassment:

It is the policy of the District Attorney's Office that our work place is for work, and it is the Office's goal to provide a workplace free of tensions and considerations which do not relate to office business. Unwelcome sexual advances, requests for sexual favors, or other offensive conduct of a sexual nature do not belong in the workplace. In addition, a hostile or offensive work environment caused by remarks or actions based on sex, race, color, age, national origin, religion, or any physical or mental disability will not be condoned or permitted.

Sexual harassment is prohibited under state and federal law, under Title VII of the Civil Rights Act, 42 U.S.C. §2000e *et seq.*; the Louisiana Employment Discrimination Law, La. R.S. 23:302 *et seq.*, and La. R.S. 42:341 *et seq.* Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment may take different forms.

Examples of conduct that may constitute sexual harassment are: sexual innuendos, sexual jokes, suggestive comments, lewd remarks, or threats; display of written or graphic materials, including pictures or videos; leering, staring, whistling, or obscene gestures; unwelcome physical contact, including touching, tickling, pinching, hugging, kissing, etc. Any form of "kidding" that interferes with another employee's right to a safe, non-hostile, and non-discriminatory work environment is prohibited.

The office prohibits dating or a romantic or sexual relationship between a supervisor and subordinate who reports either directly or indirectly to that supervisor. This prohibition applies to all employees regardless of their marital status.

Training Requirements:

Every employee of the District Attorney's Office must complete at least one hour of approved sexual harassment education and training each calendar year.

The District Attorney, Assistant District Attorneys, Chief Investigator, Executive Administrator, Office Administrator, Finance Director, and Traffic Supervisor shall be required to complete two hours of approved sexual harassment education and training each calendar year.

Complaint Procedures:

For reporting harassment, whether based on sex, race, color, age, national origin, religion, or physical or mental disability, employees should make a report to any of the following: the District Attorney, First Assistant District Attorney, Chief Felony Prosecutor, and Office Administrator (the "Personnel Investigation Committee" or the "Committee").

- A. The Personnel Investigation Committee shall immediately commence an investigation and promptly and appropriately investigate the complaint, including conducting interviews and/or gathering other evidence, as appropriate under the circumstances of the complaint.
- B. Any Committee member who is the subject of the complaint or otherwise unable to participate in the investigation without creating a conflict of interest or an appearance of impropriety shall recuse himself or herself from the investigation.
- C. All complaints and investigations will be kept as confidential as possible under the circumstances of each complaint.
- D. After completing the investigation, if the Committee concludes that an employee violated this policy, the Committee shall take appropriate disciplinary action and shall prepare a written summary of the Committee's conclusions. If the Committee concludes that there was no violation of this policy, the Committee shall document its conclusions in writing. All written records of the Committee's actions and conclusions shall be maintained by the District Attorney.

Retaliation:

The DA's Office and the District Attorney will not retaliate against employees for filing complaints of harassment under this policy or testifying or participating in any investigation or other proceeding involving a complaint of harassment, including sexual harassment.

Employees are prohibited from retaliating against other employees for filing a complaint of harassment or participating in an investigation or other proceeding involving a complaint of harassment, including sexual harassment

Any employees who feel they have been retaliated against in violation of this policy should submit a complaint in accordance with the Complaint Procedures above.