

HARASSMENT, INCLUDING SEXUAL HARASSMENT

As an equal employment opportunity employer, the STPCO prohibits all types of employment discrimination, including sexual, racial, and ethnic harassment. It is the STPCO's policy to maintain a work environment free of harassment of any type. This includes, but is not necessarily limited to, verbal, physical, and visual harassment. Any employee who engages in such discriminatory conduct is subject to disciplinary action up to and including discharge.

Sexual harassment infringes on employees' rights to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee -- male or female - - should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. The STPCO will not tolerate offensive, intimidating, or hostile conduct that interferes with an employee's work performance. Such conduct that is prohibited includes repeated offenses of sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; offensive comments regarding sexual or private matters; the display of sexually suggestive pictures, objects or offensive jokes; or any other offensive or abusive physical or verbal conduct.

Other impermissible conduct includes the taking of any personnel action on the basis of an employee's submission to or refusal of sexual overtures. No employee should so much as imply that an individual's sexual "cooperation" will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

As a general rule, the STPCO will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of an employee's job or endanger the safety and well-being of anyone while on the STPCO premises. Employees must use mature judgment and maintain the highest standards of performance and personal conduct at all times. Some examples of prohibited conduct are set forth below:

1. Verbal abuse, jokes, comments, nicknames or slurs that in any way relate to an individual's race, color, sex, age, religion, national origin or disability.
2. Joking or "kidding" that is considered unacceptable or offensive to another person.
3. Threatening or profane language towards others;
4. Fighting, assaulting or injuring another person;
5. Pranks, practical jokes or other disorderly conduct;
6. Creating a working environment that is intimidating, hostile or offensive or adversely affects an employee's work performance because of unwelcome or unwanted conversations, suggestions, comments, slurs, requests, demands, jokes, physical contacts or attentions.

Any questions regarding this policy should be addressed to STPCO Administration. The Coroner's Office requires the prompt reporting of all incidents of workplace harassment. Any employee who believes that he or she has been the victim of any type of harassment or who has any knowledge of that kind of behavior is urged to report such conduct immediately to STPCO Administration. Every reasonable attempt will be made to protect confidentiality.

When a report of harassment is made, the Coroner's Office will undertake a prompt and thorough investigation as may be appropriate under the circumstances. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the Coroner's needs. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused and remedial action will be taken, if appropriate.

The STPCO will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, complains about or witnesses prohibited harassment.

This policy applies to all employees, supervisors, managers, vendors, and all other individuals doing business with the STPCO.

Mandatory Training Requirements – R.S. 42:343

Each public servant shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his public employment or term of office, as the case may be.

An agency head 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.

The education and training may be received either in person or via the internet through training and education materials approved by the public servant's agency head.

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 designee, shall be responsible for maintaining records of the compliance of each public servant in the agency with the mandatory training requirement. Each public servant's record of compliance shall be public record and available to the public in accordance with the Public Records Law.

Each agency head shall ensure that its policy against sexual harassment and its complaint procedure is prominently posted on its website or, if the agency does not have a website, that a notice on how to obtain the information is posted in a conspicuous location in each of the agency's offices.