

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY**

BLFWD is committed to providing a work environment that is free of discrimination and unlawful harassment actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director, who will handle the matter in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **SEXUAL HARASSMENT TRAINING**

All BLFWD employees and board members are required by Louisiana Law to complete an online course "Preventing Sexual Harassment" by December 31<sup>st</sup> yearly as outlined in Louisiana Revised Statute R.S. 42:1134, Equal Employment Opportunity Commission, Section 703 of Title VII of the Civil Rights Act of 1964 as amended; Louisiana Employment Discrimination Law; and La R.S. 42:341-345.

At completion of the online course, a certificate will be issued. This certificate must be forwarded to the Administrative Assistant to keep on file for monitoring and audit purposes. Anyone failing to comply with Louisiana Ethics Law will face strict disciplinary actions which will be reviewed by the Executive Director who will recommend action based upon the severity of the ethics violation and bring forth said recommendation to the Board of Commissioners for a discussion and final vote.