

SEXUAL HARRASSMENT POLICY

Adopted January 1, 2019

POLICY

The Jackson Parish Clerk of Court Office is committed to providing a workplace that is free from sexual harassment. 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. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, business meetings and business related social events. Engagement by any Clerk of Court employee in any form of sexual harassment is strictly prohibited and shall not be tolerated.

APPLICABILITY

This policy shall apply to all employees of the Jackson Parish Clerk of Court Office or non-employees who have a business relationship with the Jackson Parish Clerk of Court Office.

DEFINITIONS:

A. Sexual harassment – may include a range of subtle to not-so-subtle behaviors and may involve individuals of the same or different gender. The harasser can be a supervisor, co-worker, other employee, or a non-employee who has a business relationship with the Clerk of Court office. Sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting any individual,
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or
- The behavior persists despite objection by the person to whom the conduct is directed.

Unwelcome actions such as the following are inappropriate and depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment (the following are a few examples and are not all inclusive):

- Sexual pranks, or repeated sexual teasing jokes, or innuendo;
- Lewd comments about an individual's body;
- Touching or grabbing of a sexual nature;
- Talking about one's sexual activity in front of others;
- Repeatedly cornering, leaning in, or standing too close to or brushing up against a person
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Pressure for unnecessary personal interaction;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

NOTE: Sexual statements can be made in person, in writing, or electronically, such as email, instant messaging, text messaging, blogs, web pages, social media, etc.

Sexual harassment does not require the intent to offend. Inappropriate conduct meant as a joke, prank, or even a compliment can lead or contribute to harassment.

PROVISIONS:

- A.** Sexual harassment violates the Equal Employment Opportunity Commission Guidelines, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, the Louisiana Employment Discrimination Law, and La R.S. 42:341-345.

To initiate a claim under federal or state law, employees are referred to the Equal Employment Opportunity Commission and the Louisiana Commission on Human Rights:

EEOC DISTRICT OFFICE
HALE BOGGS FEDERAL BUILDING
500 Poydras St., Suite 809
New Orleans, LA 71030

LCHR
1001 N. 23rd St., Suite 268
PO Box 94094
Baton Rouge LA 70804

- B.** When an allegation of sexual harassment has been received, or there is reason to believe sexual harassment is occurring, immediate and appropriate steps will be taken to ensure that the matter is promptly investigated and addressed.
- C.** The Sexual Harassment Policy will be posted in a conspicuous location in the Clerk of Court Office.
- D.** A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to the Clerk of Court or to the Chief Deputy Clerk of Court.
- E.** No employee who makes a good faith complaint under this policy, or who participates in an investigation of a charge made under this policy or any other proceeding involving a complaint of sexual harassment, shall be adversely affected because of his complaint or participation. Acts of retaliation shall be reported immediately and will be promptly investigated and addressed.

Laura H. Culpepper

**LAURA H. CULPEPPER, CLERK OF COURT
JACKSON PARISH, JONESBORO, LA**

