

**ASSUMPTION PARISH CLERK OF COURT**  
**HARASSMENT-FREE WORK ENVIRONMENT POLICY**

**EQUAL EMPLOYMENT OPPORTUNITY**

The Clerk of Court is committed to providing equal employment opportunities. We will not discriminate against employees or applicants for employment on any basis including but not limited to race, color, religion, national origin, pregnancy status, age, sex, disability, military veteran status, or any other characteristic or classification protected by federal, state or local law. This policy applies to recruiting, hiring, training, promotions, compensation, benefits and all other aspects of employment with the Clerk of Court. All employment decisions are based solely on job-related requirements.

Further, we prohibit retaliation against applicants and employees for filing a good faith complaint or assisting in an investigation under federal, state or local employment discrimination laws.

**PROHIBITED DISCRIMINATION AND HARASSMENT**

All employees have the right to work in a positive, respectful and productive work environment free from all forms of discrimination and harassment based on any reason prohibited by Title VII of the Civil Rights Act of 1964 as amended (42 USC § 2000e), 42 U.S.C. § 1981, the Louisiana Employment Discrimination Law (La. Rev. Stat. 23:301, et seq.), and any other federal or state law prohibiting discrimination and harassment in employment. This policy adheres to and is in compliance with Act 270 of the 2018 Regular Legislative Session designated as La. Rev. Stat. § 42:341 et seq.

We do not allow or condone harassment of any kind from co-workers, the Clerk of Court, customers, clients, or anyone in the courthouse. All forms of harassment, including but not limited to sexual harassment, are strictly forbidden. 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.

Inappropriate sexual harassment on the job may take several forms, including the following examples:

- Unwelcome sexual flirtations, advances, propositions, or gestures;
- Requests for sexual favors;
- Unwelcome or offensive touching;
- Continued or repeated verbal abuse of a sexual nature or based on gender;
- Verbal harassment, such as jokes and innuendoes;

- Graphic, verbal comments about an individual's body;
- The display of pornographic or sexually suggestive materials, or degrading materials relating to a person's protected status, including materials displayed using electronic communication resources (such as internet, intranet, voice mail or e-mail system);
- Jokes or cartoons of a sexual nature on display or distributed;
- Sexual stereotyping based on gender or sex;
- Offensive comments, displays, jokes or cartoons concerning an individual's sex, gender, sexual orientation or preference, that are not necessarily sexual in nature.

All employees have an obligation to report any harassment experienced or witnessed by them. Individuals who believe they have experienced or witnessed harassment are required to report the incident to the Clerk of Court immediately. If the employee feels uncomfortable reporting the incident to the Clerk of Court, or feels that sufficient attention has not been given to his or her complaint, the employee should contact Mark Graffeo, the President of the Louisiana Clerk of Court's Risk Management Association (LACCRMA), by calling 1-225-383-0378.

The Clerk of Court will take immediate and appropriate action on all complaints, including investigating complaints. The investigation will typically involve witness interviews, including the alleged sexual harasser and the alleged victim, who are required to participate in the investigation. Complaints will be kept confidential, to the greatest extent possible; however, complete confidentiality cannot be guaranteed.

Employees who are found to have violated the discrimination or harassment policy will be subject to disciplinary action, up to and including termination. Likewise, if it is determined the complaint was intentionally false, disciplinary action can be taken against the complainant. Actions taken on the complaint shall be documented. The complainant has the right to pursue a claim under state or federal law, regardless of the outcome of the investigation.

Employees will not be retaliated against for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment.