

4-5 SEXUAL HARASSMENT POLICY

It is the policy of WWD#2 not to discriminate in any employment practices on the basis of race, color, sex, national origin or religion as prohibited by the federal Civil Rights Act, or on the basis prohibited by any other applicable law. This prohibition on discrimination applies to all aspects of employment, including but not limited to hiring, firing, promotion, assignment, compensation, discipline and other terms and conditions of employment. It is the responsibility of all employees, supervisory and non-supervisory, to adhere to this policy and to use all efforts to further its goals and spirit.

Sexual harassment is a form of unlawful discrimination based on sex. In some circumstances, it may also violate other laws. Any form of unlawful discrimination to which this policy applies is a very serious matter and will not be tolerated at WWD#2. Because there is often a great deal of confusion about sexual harassment, however it is described here.

Sexual harassment, including, but not limited to, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, is unlawful discrimination based on sex when submission to such conduct is explicitly or implicitly a requirement of the individual's employment, or used as a basis for any employment decision concerning that individual, or when such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment as so defined will not be condoned. Our employees are absolutely prohibited from engaging in it. Further more, the Supervisor's are instructed to use all reasonable means to become aware of whether employees are being subjected to sexual harassment. The Supervisor who knows or should know that any employee is being subjected to sexual harassment or discrimination must take immediate corrective action and must report that fact to the General Manager and Board of Commissioners. Appropriate disciplinary measures will be taken against employees who cause, engage in, encourage, condone or otherwise permit unlawful sexual harassment as provided in the above paragraph. Such conduct may be grounds for dismissal from employment.

If you feel you have been the subject of sexual harassment:

1. Any employee who has been the subject of harassing or discriminatory behavior should attempt to first discuss, in person or in writing the incident or incidents with the individual responsible. This discussion should focus on the facts and dates of the incidents, the resultant feelings, and a clear indication that the behavior in question is unwanted and will not be tolerated. This discussion should be documented if possible.

2. An employee who believes that they have been the subject of harassment shall report the alleged activity to his/her non-involved supervisor or Assistant General Manager or General Manager or President of the Board. Once a supervisor is notified of a complaint, they are required to immediately document and report harassment cases to their Supervisor/General Manager/Board of Commissioners.
3. All complaints received will immediately be referred in writing to the General Manager or President of the Board. The General Manager/President of the Board will issue notice to the complainant party acknowledging the complaint and to provide notice of the investigation. A complete investigation will be done either by the Assistant General Manager, General Manager or President of the Board.
4. A written report which details the results of the investigation will be completed. This report will make recommendations regarding remedies necessary to ensure that the prohibited behavior is terminated and such incidents are avoided in the future. This report will identify the individual employee(s) responsible for the incident and will recommend appropriate discipline. Discipline could include discussion, retraining, probation and/or termination based upon the circumstance, severity, etc. Both parties will be notified of the findings, decision and discipline (if appropriate).
5. Either party may appeal the decision through the grievance procedure if it is felt the findings are incorrect or the disciplinary action inappropriate.
6. Retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment is not allowed.

This procedure is a general outline and the District defaults to Parish, State or Federal guidelines and laws for handling of situations.

Education/Training for Employees

All employees at the time of hire are issued a Employee Policies and Procedures Handbook which includes the Sexual Harassment Policy.

Also, as required by the State Law, each employee (full and part time) will complete an annual training on both ethics and sexual harassment. In addition, supervisors that accept or investigate a complaint of sexual harassment are to receive an additional hour of training on sexual harassment. The District will use training tools provided by the State or other qualified provider. Documentation will be kept of all employees who complete training.

Annual Reporting

Each year an annual report is compiled by February 1st of the next year. The report requires stating the number and percentage of public servants who have completed training requirements, number of sexual harassment complaints received, number of complaints that result in a finding, discipline or corrective action and the amount of time it took to resolve each complaint. This annual report is maintained within the office. These reports are considered public records and are available to the public per the Public Records Law.