**SECTION II - 2**

**PRODUCTIVE WORK ENVIRONMENT – *HARASSMENT POLICY***

Policy:

It is the policy of the City to promote a productive work environment and not to tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Comment:

1. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassment or disruptive activity. No form of harassment will be tolerated, and special attention is called to the **prohibition of sexual harassment**.

2. Each supervisor has a responsibility to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employees’ terms or conditions of employment.

3. Other sexually harassing or offensive conduct in the work place whether committed by supervisors, non-supervisory employees, or non-employees, is also prohibited. Such conduct includes:

a) Sexual flirtations, touching, advances, or propositions;

b) Verbal abuse of a sexual nature;

c) Graphic or suggestive comments about an individual's

dress or body;

d) Sexually degrading words to describe an individual; and

e) The display in the work place of sexually suggestive

objects or pictures, including nude photographs;

4. Any employee who believes that a supervisor's, another employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. Such report or complaint should be made to the employee's supervisor, or to the department head or Mayor’s office if the complaint involves the supervisor.

5. Complaints of harassment are to be investigated and settled under the City’s grievance policy, unless special procedures are deemed appropriate. Regardless, all complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint is to be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

6. Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to and including termination. SECTION II-5 Revision to ethics training-“All employees, elected officials and members of special committees must take Louisiana Ethics training course once a year”

ADD-“All employees, elected officials and special committee members must take harassment training once a year in accordance with the state guidelines. Supervisors must take an additional training with emphasis on supervisor/management harassment training once per year.”