

**Ascension Parish Tourism Commission
Sexual Harassment Policy**

Sexual Harassment

All Board Members and all employees must complete the Sexual Harassment Training every year and submit a Training Completion Certification to the Executive Assistant. As of January 1, 2019, R.S. 42:341-344 became effective and requires all employees to complete a minimum of one hour of education and training on preventing sexual harassment during each full calendar year. Upon completion of training, employees should provide the Executive Assistant with documentation showing the completion of the training with a date for their files. APTC will run a sexual harassment report at the end of the current fiscal period.

Sexual harassment is a violation of the law and against the policy of Ascension Parish Tourism Commission. It will not be tolerated.

Recognizing Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. Such conduct has the purpose or effect unreasonable interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

<u>Verbal (Spoken)</u>	<u>Non-Verbal (unspoken)</u>	<u>Physical</u>
Sexual innuendos	Leering	Touching
Suggestive comments	Whistling	Pinching
Insults	Obscene gestures	Brushing the body
Humor & jokes about sex	Emails, texting, social media	coerced sexual activities
Threats or sexual demands		Assault

Management Responsibility: Sexual harassment undermines employee morale, interferes with productivity and causes hostility between employees. APTC strongly disapproves of sexual harassment and will take appropriate action to end sexual harassment and to prevent a recurrence of any such misconduct. Whether or not a particular incident is the result of a social relationship without sexual harassment requires complete factual investigation. Given the nature of this type of discrimination, APTC recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. APTC trusts that all employees will act responsibly in reporting sexual harassment.

Procedure for Making a Complaint: An employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately, or as soon as possible to the Executive Director. It is not necessary for an employee to complain first to the offending person.

Investigation: APTC will investigate each charge of sexual harassment by gathering information in as confidential a manner as possible from all concerned. APTC will not retaliate against any employee who reports alleged sexual harassment or cooperates with any investigation. APTC may consult with its attorney in order to determine whether any conduct found to have occurred constitutes sexual harassment. If sexual harassment is found to have occurred, APTC will take prompt remedial action to end the harassment. In addition, APTC may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline: Any employee found by APTC to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

Retaliation is Prohibited: APTC absolutely forbids reprisals or retaliation against any employee for reporting a violation of this policy, for opposing a violation of this policy, or for participating in an investigation of sexual harassment. Any employee who believes he/she has been the subject of retaliation should report it immediately or as soon as possible, to the Executive Director.