



SEXUAL HARASSMENT POLICY

Category: Personnel

Issued Date: August 18, 2016

Last Revision: August 7, 2023

POLICY:

The CAJUNDOME is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, sexually harassing behavior directed toward employees will not be tolerated. This includes actions by any individual including any Supervisor, coworker, vendor, client, or customer of this facility.

All employees are responsible for helping to assure the absence of harassment. Any employee who feels that he/she has experienced or witnessed harassment should immediately report this to management. This policy shall apply to all employees of the CAJUNDOME.

1. To provide a safe, comfortable, and productive work environment for all employees.
2. To inform all employees of their rights and responsibilities as well as the consequences of violation of this policy and/or the law relative to the matter of sexual harassment in the workplace.
3. To assure fair treatment for both the complainant and the accused in a sexual harassment allegation.
4. To monitor the workplace on a regular basis to identify potential trouble spots.

DEFINITIONS

Sexual harassment is defined as unwelcome conduct, whether verbal or non-verbal, physical, or visual, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual harassment may be overt or subtle and may include but is not limited to:

A. **VERBAL:**

- Sexual innuendo or sexual comments;
- Insults which are sexual in nature;
- Humor and jokes about sex or gender-specific traits or of a sexual nature;
- Sexual propositions;
- Threats;
- Suggestive comments;
- Sexually oriented "kidding" or "teasing";
- Foul or obscene language or gestures;
- Slurs or inappropriate language; and
- Improper questions about a worker's private life.

B. **NON-VERBAL:**

- Display of foul or obscene printed or visual material;
- Foul or obscene gestures including those which suggest sexual acts;
- Sexually-oriented gestures or noises;
- Leering;
- Sexually-oriented whistling; and
- Reading, displaying or publicizing in the work environment pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.

C. **PHYSICAL:**

- Physical contact such as patting, pinching, embracing, or brushing against another's body;
- Co-erced sexual intercourse; and
- Assault.

RESPONSIBILITY

It is the responsibility of management to interpret the provisions of this policy, directing the investigation of all complaints, developing and implementing this policy and be available to assist employees regarding complaints of such acts. All employees, supervisors, and department heads are expected to treat any complaint seriously, immediately and confidentially, and to give an investigation top priority.

INVESTIGATION PROCEDURE

Any person receiving a complaint of sexual harassment should notify their department head. An administrative investigation into all complaints of sexual harassment shall be conducted expediently. All complaints and interviews shall be kept in confidence. All parties involved are expected to cooperate when confronted about the issue. Any incorrect information or misleading statements could result in immediate termination of an employee.

Depending on the circumstances and variables of each situation, disciplinary action could be taken. All disciplinary action should be coordinated through the Director's office. This action could range from verbal counseling to termination.

If you feel that you have been subjected to harassment, you should do the following:

- Continue to report to work;
- Inform the person who has offended you that their actions are inappropriate and should be stopped, if you feel secure in doing so;
- Document the occurrence(s) with very specific facts, including names, dates, times, places, witnesses, etc.; and
- Report the action to the Supervisor immediately. It is the Supervisor's duty to listen to such complaints and follow investigative procedures. If an employee feels harassed by the Supervisor, the employee should notify the Director.

Complaints will be immediately investigated and may lead to disciplinary action, up to and including termination in cases of gross misconduct.

TRAINING

Employees are required to complete an online course on Preventing Sexual Harassment by December 31st of each year. The Administrator shall maintain records of compliance for each employee. Failure to complete the mandatory training requirements may result in disciplinary action, up to and including termination.

Reporting

An annual report will be compiled by February 1st of each year containing information from the previous calendar year regarding compliance with the requirements of this policy. These reports shall be public record and available to the public in accordance with the Public Records Law.