

 <p style="text-align: center;"><b><i>Procedural Order</i></b></p>	<p><b>Number</b></p> <p style="text-align: center;"><b>03-08</b></p>	<p><b>Effective Date</b></p> <p style="text-align: center;"><b>04/2018</b></p>
<p><b>Subject</b></p> <p style="text-align: center;"><b>Harassment and Discrimination</b></p>		<p><b>Revision Date</b></p> <p style="text-align: center;"><b>01/2022</b></p>
<p><b>Chapter</b></p> <p style="text-align: center;"><b>Human Resources</b></p>		<p><b>Reevaluation</b></p> <p style="text-align: center;"><b>Annually</b></p>

**03-08.01 PURPOSE**

The Iberville Parish Sheriff's Office strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. The IPSO believes that discrimination, harassment and retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship; therefore, the IPSO prohibits discrimination and harassment that is sexual, racial, or religious in nature or is related to veteran status, color, marital status, political affiliation, gender identity, sexual orientation, national origin, age, disability, genetic information or any other basis protected by federal, state, or local law.

**03-08.02 PROHIBITED BEHAVIOR**

To ensure that all employees of the IPSO enjoy a working environment free from harassment and discrimination, conduct of the following nature will not be tolerated:

- Basing employment decisions on race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, veteran status, protected activity, or any other basis prohibited.
- Engaging in unwelcome sexual advances or personal contact such as flirtation, requests for sexual favors, propositions and other verbal or physical conduct of a sexual nature, displaying sexually suggestive objects, pictures or drawings, inappropriate emails, use of the computer systems or inappropriate social media comments.
- Conditioning a person's employment (performance evaluation, wages, advancement, assigned duties, or any other condition of employment) upon submission to sexual advances.
- Suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, pictures, jokes, written materials, and offensive gestures or touching.

**03-08.03 COMPLIANT REPORTING PROCEDURES**

NOTE: Complaints **not** alleging discrimination or harassment should be pursued through the Employee Internal Grievance Procedure.

**A. Internal Reporting Procedures**

- If an employee feels he has been subjected to any form of harassment or discrimination, the employee should report that conduct to his immediate supervisor, another member of their chain-of-command, or Human Resources within three (3) calendar days of the offense.
  - Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management.
- The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination or harassment claim.
- Human Resources along with the Sheriff will conduct its investigation in a confidential manner. Interviews, allegations, statements, and identities will be kept confidential to the extent allowed by law.
  - IPSO will make reasonable efforts to protect the rights and privacy of the complainant, the respondent, and all witnesses involved in the investigation. However, the goal of confidentiality will not be a deterrent to an effective investigation.
  - A timely resolution of each complaint will be reached and communicated to the employee.
  - Appropriate disciplinary or corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment.
  - The action issued will be proportional to the severity of the conduct.
  - The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.
  - HR will provide a written report to the Sheriff or his designee.
  - The complainant will receive a written report of the results of the investigation.
- Complainants are encouraged to report any reoccurrences of prohibited conduct which are found to violate this policy.

#### **B. External Reporting Procedures**

Use of this Harassment or Discrimination Complaint Procedure does not preclude any employee from seeking recourse through the appropriate state or federal agencies. Internal and External Reporting may occur simultaneously.

- If an employee wishes to file a discrimination or harassment complaint externally, he has the following options:
- File a complaint directly with the Louisiana Commission on Human Rights (LCHR)  
Louisiana Commission on Human Rights (LCHR)  
PO Box 94004  
Baton Rouge, LA. 70804-94004  
(225) 342-6969
- File a complaint directly with the Equal Employment Opportunity Commission (EEOC)  
Equal Employment Opportunity Commission (EEOC)  
New Orleans Field Office  
Poydras St., Suite 1900  
New Orleans, LA. 70112

(800) 669-4000

- A charge of discrimination **must** be filed with the LCHR within 180 days or with the EEOC within 300 days of the discriminatory or harassing conduct. Filing a complaint through the internal procedure does not extend the deadline for filing separate charges with the LCHR or the EEOC. Employees wishing to file a complaint should contact those offices within the appropriate time limits.

**03-08.04 RETALIATION IS PROHIBITED**

The IPSO prohibits retaliation of any kind against employees, who, in good faith, report harassment or discrimination or assist in investigating such complaints.

- If an employee feels he has been subjected to any form of retaliation, the employee should report that conduct to his immediate supervisor, another member of his chain-of-command or Human Resources within three calendar days of the offense.
- Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of their chain-of-command.

**03-08.05 SEXUAL HARASSMENT TRAINING REQUIREMENTS**

Pursuant to LA R.S.42:343, all employees of the Iberville Parish Sheriff's Office are required to complete one hour of preventing sexual harassment. IPSO policy requires the annual training be completed by February 15 of each year.

**03-08.06 SEXUAL HARASSMENT REPORTING REQUIREMENTS**

Pursuant to LA R.S.42:344, the Iberville Parish Sheriff's Office must annually report the department's compliance with the training requirements, the number of sexual harassment complaints received by the department, the number of complaints which resulted in a finding that sexual harassment did occur, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action and the amount of time it took to resolve each complaint. These reports shall be considered public record.