



Anti-Harassment Policy / Anti-Retaliation Policy

It is the goal of the Central Louisiana Regional Port (CLRP) to promote a workplace that is free of harassment including sexual harassment. This policy applies to all employees at all levels of the CLRP. Specifically, sexual harassment of employees occurring in the workplace, or in other settings in which employees may find themselves in connection with their employment, is unlawful and will not be tolerated by the CLRP. Further, any retaliation against an individual who has filed a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the CLRP's goal of providing a workplace free from sexual harassment, the CLRP will not tolerate the conduct that is described in this policy and has provided a procedure by which disciplinary action will be taken if sexual harassment is encountered by its employees.

Harassment of employees, applicants, customers, or guest on the basis of sex, gender, race, color, national origin, ancestry, marital status, religion, age, disability, or any other legally protected characteristic, is prohibited. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace. Positive action will be taken to insure all employees comply with the effort to make our work environment free from harassment and retaliation.

Prohibited Conduct

Verbal: Epithets, slurs, jokes, innuendo, negative stereotyping and comments (which make fun of, or that ridicules, denigrates, insults, belittles, insults, degrades, or that are not flattering or show hostility or aversion toward an individual) because of or regarding a person's gender, sex, nationality, ancestry, race, marital status, color, religion, gender, age, disability, or other protected characteristic.

Non-verbal: Distribution, display or discussion of anything or item, or written or graphic material that makes fun of, ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group, because of sex, nationality, ancestry, race, marital status, color, religion, gender, age, disability, or other protected characteristic. This includes calendars, clothing, music, cartoons, photographs, magazines, newspapers, drawings, posters, e-mails and text and other electronic messages or medium.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. In addition to the above, other examples of prohibited sexual conduct are:

- (1) **Verbal:** Sexual innuendoes; suggestive comments; jokes of a sexual nature; unwelcome sexual propositions; lewd remarks; threats; requests for any type of sexual favor; repeated and unwelcome requests for dates; verbal abuse or "kidding," which is oriented towards one gender or is based on gender.
- (2) **Non-verbal:** The use, distribution, display, or discussion of any written or graphic material, including calendars, posters, cartoons, clothing, music, photographs, magazines, newspapers, drawings, e-mails, and text messages that are sexually suggestive, or show hostility toward an individual or group because of sex or gender; suggestive or insulting sounds; leering; staring; whistling and obscene gestures.
- (3) **Physical:** Unwelcome, unwanted physical contact, including but not limited to, touching, massaging, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, sexual intercourse or contact, or assault. Sex at work or while on the job is prohibited.



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Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women that are acceptable to and welcomed by both parties, are not prohibited.

Complaint Procedures

- I. Any employee who feels that this policy has been violated or that they have encountered sexual, gender, racial, religious, age, disability, or other prohibited discrimination or harassment, or feel that they have been retaliated against, should contact the Executive Director immediately. If not available, or the employee believes it would be inappropriate to contact them, the employee should contact the Chair of the Board of Commissioners of the Port. All employees are required to cooperate in all investigations.
- II. Employees are encouraged to utilize this Complaint Procedure. All complaints and investigations will be kept as confidential as possible, and no employee will be penalized or retaliated against because of use of this procedure. Any employee who feels they have been penalized or retaliated against by anyone at any time or place for using this procedure, for filing any type of legal claim, making a complaint or report, participating in an investigation, reporting a violation of law or Port policies, handbooks or rules, or any other reason, should use this complaint procedure.

Sexual Harassment Training

All full-time employees of the Central Louisiana Regional Port are required to complete Sexual Harassment training within 30 days of hire and once per calendar year. The Sexual Harassment training was mandated by Louisiana Senate Concurrent Resolution 107 passed in 2012 wherein the Louisiana Senate resolved that all agencies should provide one hour of sexual harassment training to each public employee each year. Online and on-site courses must be approved by the Executive Director. CLRP will pay for the cost of such training. Employees should provide a copy of the certificate verifying completion to the Executive Director; and filed in each employee's folder.

Enforcement and Discipline

- I. After an investigation, prompt and appropriate corrective action will be taken for any violations of this policy.
- II. Depending on all of the circumstances, violations of this policy may warrant discipline in accordance with the Discipline Policy.