

DISCRIMINATION / HARASSMENT POLICY

A. Policy

The Clerk of Court will not tolerate harassment of or discrimination against any employee by another employee, supervisor, or customer for any reason including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability, age, political affiliation, or union affiliation. Additionally, pregnancy and use or non-use of tobacco products outside the workplace are protected classes in Louisiana and the harassment or discrimination on these bases will not be tolerated. The purpose of this policy is to ensure that no employee is subject to harassment or discrimination in the workplace.

B. Scope

1. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, including but not limited to, drawings, pictures, jokes, teasing, uninvited touching, or other sexual comments, including any or all of the following conditions:

When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

When submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

When such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Prohibited racial harassment will be said to exist when racial slurs or other conduct based upon race has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, and in other circumstances.
3. Prohibited religious harassment will be said to exist when religious slurs or other conduct based upon religion has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, and in other circumstances.

C. Complaint Procedure

1. Any employee that feels he or she is a victim of any form of harassment or discrimination described in this manual must immediately report the matter to the Department Supervisor. If any employee is unable to report such an incident to the Department Supervisor, follow the next step in the Chain of Command,
2. The Clerk of Court will process all complaints of harassment and will be responsible for coordinating all investigations.
3. 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 in any way because of use of this procedure.

D. Enforcement and Discipline

1. After an investigation, immediate and appropriate corrective action will be taken by management with respect to any violations of this policy.
2. Depending on all of the circumstances, violations of this or any other company policy may warrant discipline up to, and including, immediate termination.