



**WASHINGTON PARISH
SHERIFF**
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SEXUAL HARASSMENT POLICY

A. PURPOSE

The goal of this policy is to establish a work environment free from sexual and unlawful harassment, to clearly define and prohibit behaviors that constitute such harassment, and to prevent tolerance or promotion of inappropriate conduct. It also provides clear procedures for reporting and resolving incidents of harassment effectively.

B. SCOPE

This policy applies to all employees of the Washington Parish Sheriff.

C. DISCUSSION

It is crucial that all employees are fully aware of what qualifies as unlawful or sexual harassment and that they take responsibility for their own behavior to prevent any intentional or unintentional harm to others in the workplace.

D. POLICY

Any employee who engages in, supports, or permits sexual harassment while on duty or using the resources of the Sheriff's Office will be subject to disciplinary measures, up to and including termination.

E. DEFINITIONS

1. Employee -Any individual working for the Washington Parish Sheriff, whether full-time, part-time, or reserve.
2. Sexual Harassment - Unwanted and unwelcome sexual advances, requests for sexual favors, or other sexual conduct (whether verbal, written, physical, or visual) include (but are not limited to):
 - a. Offering career advancement in exchange for sexual favors;
 - b. Threatening negative employment outcomes if sexual demands are not met;
 - c. Granting employment opportunities only in exchange for sexual compliance;
 - d. Denying opportunities because of refusal to engage in sexual conduct;



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- e. Repeated or unwelcome comments of a sexual nature or sharing crude jokes or stories.
- f. Making employment decisions based on sexual favors.
- 3. Retaliation – Acts, or encouragement of acts, against anyone who:
 - a. Opposes conduct prohibited by this policy;
 - b. Files a complaint regarding a policy violation;
 - c. Participates in any related investigation or hearing;
 - d. Exercises their rights under this policy.

F. RESPONSIBILITY

- 1. Supervisors must ensure the work environment remains free from harassment and are required to respond quickly and appropriately to any violations.
- 2. All employees:
 - a. Avoid any behavior that could be seen as unlawful or sexual harassment.
 - b. Ensure completion of at least one hour of annual training in compliance with LA R.S. 42:342-344.
 - c. Inform the Human Resource Director immediately in the event the employee has knowledge of any incident regarding violations of this policy.
- 3. Human Resource Director will be responsible for annual reporting as mandated by LA R.S. 42:344.

G. COMPLAINT PROCEDURE

- 1. Employees have a right to file complaints of any violation of this policy.
- 2. Complaints will be directed to the Human Resources Director.

H. INVESTIGATIVE PROCEDURE

- 1. The Human Resource Director will notify the Chief Deputy to begin an investigation into all reported incidents of sexual harassment.
- 2. Supervisors are required to make employees available for interviews and to provide any documents requested by the investigator. All employees are expected to fully cooperate with the investigation.



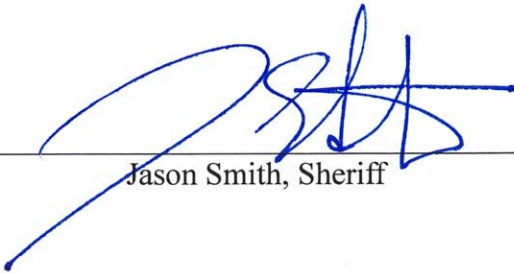
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3. Any individual who knowingly provides false, misleading, or deliberately untrue statements during the investigation process will face disciplinary measures, up to and including termination of employment.

I. DISCIPLINARY PROCEDURE

1. Following the completion of an investigation, the Sheriff will review the specific details and circumstances of each case and ensure that any necessary disciplinary measures align with the applicable policies, procedures and regulations.



Jason Smith, Sheriff