

SEXUAL HARASSMENT POLICY

It is understood at the Vernon Parish Assessor's Office, that unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated.

Though sexual harassment encompasses a wide range of conduct, some examples of prohibited conduct include the following:

Visual: Staring and invading one's personal space

Verbal/Written: Comments about another's physical appearance of a sexual nature; jokes of a sexual nature

Touching: Any touching of another without consent

Power/Threats/Force: Any sexual advances using one's position, threats or force of any nature

If any of these behaviors or any other behaviors that an employee believes to be any form of sexual harassment are observed, they should immediately be reported to a supervisor and or the Assessor so that an official written complaint can be filed. If the behavior is unlawful, it should also immediately be reported to law enforcement.

All employees who witness such behavior are required to report even if they are not the recipient of the harassment.


Retaliation of any kind as a result of an employee expressing complaints through the chain of command are specifically prohibited. This shall include retaliation against the complainant, or anyone else who testifies or participates in any way in an investigation or other proceeding involving a complaint of sexual harassment.

In addition to the annual required sexual harassment training all employees should familiarize themselves on state and federal regulations concerning sexual harassment. Title VII of the Civil Rights Act of 1964; Regulations: 29 CFR part 1604.11; Acts 2018, No. 270, §1, eff. January 1, 2019

**Vernon Parish Assessor's Office
Sexual Harassment Annual Report**

In compliance with La. R.S. 42:344, this report contains information for the previous calendar year regarding sexual harassment in the workplace.

- The number of public servants in the Vernon Parish Assessor's Office who completed the sexual harassment training requirements found in La. R.S. 42:343 during the previous year is **7**
- The number above represents **100%** of the public servants for the Vernon Parish Assessor's Office
- During the previous year, the Vernon Parish Assessor's Office received **0** complaints of sexual harassment
- Of the complaints enumerated above, **0** resulted in a finding that sexual harassment had occurred
- Of the complaints enumerated above, the finding of sexual harassment resulted in discipline or corrective action **0** times
- Here is a list of the time that it took to resolve each complaint of sexual harassment:
0 hours


Vernon Parish Assessor