

BROUSSARD POLICE DEPARTMENT <i>Procedural Order Number 124R</i>	Effective Date 09/02/04	Revised Date 10/23/2015
RELATED CALEA 26.1.3	Division: ADMINISTRATION	
Title: UNLAWFUL OR SEXUAL HARRASSMENT		

- **POLICY**

It is the City of Broussard's intention to maintain a work environment free of harassment of any type, including sexual harassment. Unlawful harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is a form of sexual discrimination and is a violation of federal and state law. Sexual harassment infringes on employees' rights to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee, male or female, should be subjected to unsolicited and unwelcome overtures of conduct either verbal or physical. Any form of harassment or discrimination that violates federal, state or local law, including, but not limited to, that which is related to an individual's race, religion, color, sex, sexual orientation, national origin, pregnancy, age, or disability, is a violation of this policy and will be treated as a disciplinary matter.

The City of Broussard will not tolerate behavior in the form of any "unwelcome" sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Definitions of distinct forms of sexual harassment are found below:

- **GUIDELINES FOR EMPLOYEES:**

- **ANY EMPLOYEE** who has a sexual harassment complaint must bring the problem to the Assistant Chief or Chief of Police, immediately.
- Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment that interferes with an individual's work performance or simply creates an intimidation, hostile or offensive work environment.
- It is violation of the City of Broussard's Employment Policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging:
 - Physical assaults on another employee, including but not limited to rape, sexual battery, molestation, or attempts to commit these assaults; or
 - Unwelcome intentional physical conduct that is sexual in nature, including but not limited to, touching, pinching, patting, or brushing up against another employee's body; and

- Unwanted sexual advances (including notes and gifts), propositions, or sexual comments, including making sexual gestures, jokes, or comments made in the presence of any employee who has indicated that such conduct in his or her presence is unwelcome; and
- Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

- **REPORTING PROCEDURES:**

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should follow his or her chain of command and contact the next higher supervisor.

The City of Broussard will not tolerate any sexual harassment of its employees by supervisors, co-workers, or visitors, or non-employees such as a vendor or customer. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, should an investigation prove that the accused harasser is guilty of the conduct alleged.

Supervisors and managers who receive a sexual harassment complaint must notify the Assistant Chief, or the Chief immediately without fail. Disciplinary action will result should the supervisors' and/or managers fail to report any type of harassment.

Confidentiality should be maintained with respect to a sexual harassment complaint and only those who need to know about such a complaint will be advised about its existence. The City of Broussard will retain confidential documentation of all allegations and investigations and will take appropriate corrective action including discipline up to and including discharge.

Employees who are dissatisfied with the investigating supervisors\managers resolution of a sexual harassment complaint should report this dissatisfaction directly to the Chief's\Mayor's Office. No employee will be subject to any form of retaliation or discipline for reporting or pursuing a sexual harassment complaint, unless there is evidence of deliberate falsification.

BY ORDER OF:



CHIEF OF POLICE