



## UNLAWFUL HARASSMENT AND DISCRIMINATION POLICY

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*Finance Director*

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*Public Works/Utilities Director*

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The Parish is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's race, color, religion, national origin, ancestry, age, sex, marital status, order of protection, disability, military status, sexual orientation or sexual identity, pregnancy, unfavorable discharge from military service, genetic information or other segmenting factor protected by law will not be tolerated. The Parish will provide ongoing anti-harassment training with mandatory yearly ethics training to ensure that all employees work in an environment free of sexual and other unlawful harassment. The Parish specifically prohibits any form of harassment and/or discrimination, whether in person or via electronic media, by or toward any person doing business with or for the organization or on the organization's premises, including employees, contractors, suppliers, or citizens.

Harassment is defined as unwelcome verbal or physical comments or actions, requests for sexual favors, and/or visual, verbal, or physical conduct of any nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. This definition includes many forms of offensive behavior and also includes gender-based harassment against a person of the same sex as the alleged harasser. The following is a partial list of harassment examples:

- Making unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying suggestive objects or pictures, cartoons or posters that are offensive
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Written conduct such as suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Employees who believe they have experienced or witnessed sexual or other unlawful harassment or discrimination in the workplace must report it immediately to a supervisor. If the supervisor is unavailable or it would be inappropriate to contact that supervisor, employees must immediately contact Human Resources or a member of management. Any supervisor who becomes aware of possible unlawful harassment or discrimination must immediately advise Human Resources or the Parish President.



All allegations of unlawful harassment or discrimination will be promptly and discreetly investigated. Information learned during the investigation will be handled as confidentially as possible and on a need-to-know basis to the extent possible without impeding the investigation. All employees are expected to fully cooperate with the investigation process. Upon completion of the investigation, the complainant will be informed of the outcome to the extent appropriate. All actions taken will be documented.

The following activities may result in disciplinary action up to and including termination of employment:

- Engaging in sexual or other unlawful harassment or discrimination
- Filing a false report/knowingly making a false accusation
- Failure to cooperate or provide truthful and complete information during the investigation
- Retaliation for reporting good faith suspected harassment, discrimination or other violations of this policy
- Retaliation for participating in an investigation

Compliance with this policy is the responsibility of every employee.

All Parish Employees are required to take annual Sexual Harassment in the Workplace training pursuant to Act 270 of the 2018 Louisiana Legislature.

*Excerpt from West Feliciana Parish Personnel Policy Manual as adopted by Ord 2022 August 08-01*