



PAT FARRIS
7TH WARD MARSHAL

7th WARD MARSHAL'S OFFICE SEXUAL HARASSMENT POLICY

It is the policy of the 7th Ward Marshal's Office to ensure a work environment free of sexual harassment. In accordance with that philosophy, unwelcome sexual advances, requests for sexual favors, sexual demands, obscene gesturing or other verbal physical or visual conduct of a sexual nature will not be tolerated.

This type of conduct of a sexual nature will constitute sexual harassment when:

- submission to the conduct is either an explicit or implicit term or condition of employment;
- submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
- the conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment;
- in third-party situations, one individual is offended by the sexual interaction, conduct, or communications between others.

Examples of sexual harassment include but are not limited to, unwanted sexual advances, request for sexual favors, making sexually explicit comments, making sexual jokes, sending sexually suggestive text messages or emails, unwanted touching or kissing, making insulting comments about someone's gender identity or sexual orientation.

Federal and state laws make sexual harassment unlawful. Just as we do not tolerate violations of other laws in our workplace, we do not tolerate violations of the laws prohibiting sexual harassment. The Marshal shall inform the public servants of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

Employees who experience or witness sexual harassment in the workplace should report the incident in writing within five (5) working days to the Chief Deputy Marshal or Marshal. The report should include specific description of harassment, where, when and how often the harassment occurred, the name(s) of the harassing person(s) and the name(s) of all witnesses if any. All allegations of sexual harassment will be investigated immediately and all actions taken on the complaint shall be documented. To some extent and if reasonably possible the alleged sexual harasser and the alleged victim will participate in the investigation. When the investigation is completed, the employee will be informed of the outcome of that investigation. Once the investigation is complete and the Marshal determines that harassment has occurred, he will notify the employee and will take immediate and appropriate corrective action to discipline the harasser which could include termination from employment. Should the investigation prove the sexual harassment allegation was false the accuser will be disciplined which may also include termination of employment. All findings of sexual harassment will be placed in the employee's personnel file.

Retaliation against any employee who makes a good faith report of conduct which he/she believes may constitute harassment in violation of this policy, or who provides information during an investigation of a complaint, is strictly forbidden and shall be grounds for disciplinary action up to and including dismissal.

All 7th Ward Marshal employees shall receive annually a minimum of one hour of education and training on preventing sexual harassment. Any employee(s) of the agency designated to accept or investigate a complaint of sexual harassment will be required to receive additional education and training.

The Marshal shall compile an annual report by February 1st of each year containing information from the previous calendar year regarding the agency's compliance. This report will include the number and percentage of public servants in his agency who have completed the training requirements, the number of sexual harassment complaints received by the agency, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.