

**SABINE PARISH TOURIST AND RECREATION COMMISSION  
HARASSMENT POLICY**

*SPTRC Members & Employees  
(Latest revision approved January 11, 2022)*

**Sexual Harassment Policy**

---

Policy: Sexual harassment is a violation of the law and against the policy of the Sabine Parish Tourist & Recreation Commission (SPTRC). It will not be tolerated.

Recognizing Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or inappropriate conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

<u>Verbal (spoken)</u>	<u>Non-Verbal (Unspoken)</u>	<u>Physical</u>
sexual innuendos	leering	touching
suggestive comments	whistling	pinching
insults	obscene gestures	brushing the body
humor & jokes about sex activities	emails, texting,	coerced sexual
threats or sexual demands	social media	assault

Management Responsibility: Sexual harassment undermines employee morale, interferes with productivity, and causes hostility between employees. The tourist commission strongly disapproves of sexual harassment and will take appropriate action to end sexual harassment and to prevent a recurrence of any such misconduct. Whether or not a particular incident is the result of a social relationship without sexual harassment requires complete factual investigation. Given the nature of this type of discrimination, the tourist commission recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. The tourist commission trusts that all employees will act responsibly in reporting harassment.

Procedure for Making a Complaint: An employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately, or as soon as possible, to the Executive Director; If for any reason the employee does not want to report the sexual harassment

to the Executive Director, he or she may report it immediately, or as soon as possible, to the President of the Board. Anyone who witnesses or becomes aware of sexual harassment should report such behavior to the Executive Director. It is not necessary for an employee to complain first to the offending person in order to report sexual harassment. Actions taken on the complaint shall be documented by the Executive Director.

Investigation: The tourist commission will investigate each charge of sexual harassment in a timely manner by gathering information in as confidential a manner as possible from all concerned. The tourist commission will not retaliate against any employee who reports alleged sexual harassment or who cooperates with any investigation. The tourist commission may consult with its attorneys to determine whether any conduct found to have occurred constitutes sexual harassment. If sexual harassment is found to have occurred, the tourist commission will take prompt action to end the harassment. Also, the tourist commission will take action to ensure that the subject of any such harassment does not suffer any retaliation.

Discipline: Any employee found by the tourist commission to have sexually harassed another employee will be subject to appropriate discipline, up to and including termination.

Retaliation is Prohibited: The tourist commission forbids reprisals or retaliation against any employee for reporting a violation of this policy, for opposing a violation of this policy, or for participating in an investigation of sexual harassment. Any employee who believes he/she has been the subject of retaliation should report it immediately, or as soon as possible, to the Executive Director. If for any reason the employee does not wish to report the matter to the Executive Director, or if the employee is dissatisfied with the response of the Executive Director, then the employee should report their complaint of retaliation immediately or as soon as possible to the President of the Board.

Training Requirements: Louisiana R.S. 42:343 requires that each employee receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of employment. Supervisors must receive additional education and training.

## **Other Harassment Policy**

---

Policy: Harassment on the basis of race, color, religion, gender, national origin, age, disability, genetic information or any other prohibited basis is a violation of the law and against the policy of the Tourist Commission. It will not be tolerated.

Recognizing Prohibited Harassment: Prohibited harassment may be defined as conduct that denigrates or shows hostility or aversion toward an employee because of his/her race, color, religion, gender, national origin, age, disability, genetic information or other protected characteristic or that of his/her relatives, friends or associates.

Some examples of conduct that may, alone or in cumulative effect, be prohibited harassment include:

### Verbal (spoken)

epithets  
slurs

### Non-Verbal (Unspoken)

negative stereotyping  
distributing, circulating

### Physical

threats  
intimidation

unwelcome jokes

or posting written or  
graphic material  
obscene gestures  
email, texting, social media

hostile acts  
bullying

Management Responsibility: Prohibited harassment undermines employee morale, interferes with productivity, and causes hostility between employees. The tourist commission strongly disapproves of harassment and will take appropriate action to end harassment and to prevent a recurrence of any such misconduct. Given the nature of this type of discrimination, the tourist commission recognizes that false accusations of harassment can have serious effects on innocent individuals. The tourist commission trusts that all employees will act responsibly in reporting harassment.

Procedure for Making a Complaint: An employee who believes he or she has been the subject of prohibited harassment should report the alleged act immediately, or as soon as possible, to the Executive Director. If for any reason the employee does not want to report to the Executive Director, he or she may report alleged acts immediately to the President of the Board. It is not necessary for an employee to complain first to the offending person to report harassment. Actions taken on the complaint shall be documented by the Executive Director.

Investigation: The tourist commission will investigate each charge of prohibited harassment by gathering information in as timely and confidential a manner as possible from all concerned. The tourist commission will not retaliate against any employee who reports alleged harassment or who cooperates with any investigation. The tourist commission may consult with its attorneys to determine whether any conduct found to have occurred constitutes prohibited harassment. If prohibited harassment is found to have occurred, the tourist commission will take prompt remedial action to end the harassment. Also, the tourist commission may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline: Any employee found by the tourist commission to have harassed another employee will be subject to appropriate discipline, up to and including termination.

Retaliation is Prohibited: The tourist commission forbids reprisals or retaliation against any employee for reporting a violation of this policy, for opposing a violation of this policy, or for participating in an investigation of prohibited harassment. Any employee who believes he/she has been the subject of retaliation should report it immediately, or as soon as possible, to the Executive Director. If for any reason the employee does not wish to report the matter to the Executive Director, or if the employee is dissatisfied with the response of the Executive Director, then the employee should report their complaint of retaliation immediately or as soon as possible to the President of the Board.

