

SECTION V

5.3 HARASSMENT AND DISCRIMINATION POLICY

It is the policy of the Bossier Parish Communications District to maintain a work and public service environment that is free of harassment or discrimination of any nature, including sexual harassment or harassment or discrimination that is based on gender, race, color, religion, national origin, age, genetics, or disability.

5.3.1 This policy is intended to prohibit all offensive conduct, whether verbal, visual or physical, that is directed at an employee because of a protected characteristic. Following are examples of the types of conduct that violates this policy, but is not limited to:

- o Slurs, jokes, or degrading comments based on a protected characteristic
- o Unwanted attention of a sexual nature
- o Unwelcome sexual advances or flirtation
- o Physical assaults
- o Unwelcome hugging, touching, or kissing
- o Suggestive or lewd remarks
- o Requests for sexual favors/propositions
- o Display of sexually suggestive or otherwise offensive pictures, graffiti, posters, calendars or objects
- o Intentional physical contact or touching, such as patting, pinching, or brushing against another's body
- o Using sexually degrading words to describe an individual
- o Unwelcome requests to date another employee.

5.3.2 Conduct that violates this policy includes any unwelcome sexual advances, request for sexual favor, or other verbal or physical conduct of sexual nature where:

- o Agreeing to such conduct is directly or indirectly a condition of employment
- o Agreeing to or refusing such conduct is used as the basis for an employment decision; and/or
- o Such conduct interferes with work performance or creates an intimidating, hostile or offensive work environment

5.3.3 This policy prohibits any overt or subtle pressure for sexual favors; including, implying (or threatening) an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment or future job opportunities.

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- 5.3.4 This policy prohibits harassment and discrimination by or of all employees, managers, co-workers, customers, vendors, guests, or suppliers. No employee is to harass, discriminate, or retaliate against any third-party. Any offensive conduct, directed at a third-party because of their race, sex, national origin, religion, disability, pregnancy, age, military status, or any other protected characteristic is also prohibited.
- 5.3.5 Any employee who believes that someone has violated this policy must bring the matter to the attention of their immediate supervisor. If the complaint is about your supervisor or other member of management, you should bring the matter to the attention of the Director. The Bossier Parish Communications District will promptly investigate all facts and circumstances and take appropriate corrective measures, if necessary.
- 5.3.6 The Bossier Parish Communications District recognizes the highly sensitive nature of reporting harassment or discrimination and will make every effort to keep such matters as confidential as possible, except when a request for records under the Louisiana Public Records Act is received, and when any applicable Louisiana statutes and regulations may apply. Until an investigation is conducted, conduct that is unwanted must be ceased at once (by an employee or non-employee) as a matter of policy.
- 5.3.7 Violation of this policy will result in discipline up to and including discharge at any time with or without prior corrective action notice or warning as may be deemed appropriated based on an investigation. Any retaliation against an employee who has filed a complaint is strictly prohibited and is grounds for corrective action up to and including discharge.

5.4 GIFTS, HONORARIA, ETHICS

As an employee, you are covered by Louisiana's Code of Ethics, generally found in Louisiana Revised Statutes 42:1111-1123. Specific Ethics Code situations related to your work may include, but are not limited to:

- 5.4.1 PAYMENT/GIFTS: "No public servant shall receive anything of economic value, other than compensation and benefits from the government entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position." "No public servant shall receive anything of economic value for any service, the subject matter of which is devoted substantially to the responsibilities, programs, or operations of the agency of the public servant and in which the public servant has participated."

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- “Thing of economic value” means money or any other thing having economic value. This means we cannot accept tips, money, donations, or other personal gifts.

We can normally accept:

- o Promotional items having no substantial resale value
- o Food, drink, or refreshments, including reasonable transportation and entertainment incident thereto, consumed while the guest of some person
- o Board approved salary and related benefits due to your public employment

- “Service” means the performance of work, duties, or responsibilities, or the leasing, rental, or sale of movable or immovable property.
- Please consult the Director if you have any questions about this subject.