

DOWNTOWN DEVELOPMENT AUTHORITY - HARASSMENT POLICY

Purpose

The DDA Harassment Policy explains the organization's response to and handling of workplace harassment claims. Supervisors and Management should work together with employees to create a harassment-free work environment. Employees should know the Harassment Policy and be able to follow the procedures whenever they believe harassment exists.

Scope

This Harassment Policy pertains to every employee of the DDA regardless of position.

Harassment Definition

The Equal Employment Opportunity Commission (EEOC) defines harassment as unwelcome verbal or physical behavior that is based on race, color, religion, sex (including pregnancy), gender/gender identity, nationality, age (40 or older), physical or mental disability, or genetic information.

Harassment can take many forms. It may be, but is not limited to the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver.

Responsibility

All employees are responsible for helping keep our work environment free of harassment. If an employee becomes aware of an incident of harassment whether by witnessing the incident or being told of it, the employee must report it to his/her supervisor, manager, or the Executive Director.

Complaint Procedure

Any covered person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- A. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome
- B. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint. If you do not feel comfortable talking to your direct supervisor or the supervisor is the offender, talk to the supervisor's manager or the Executive Director.

Confidentiality

The DDA, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

Retaliation

The DDA, or any director, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Executive Director.

Sexual Harassment

DDA staff and Board of Directors adheres to the Louisiana Ethics Commission's Sexual Harassment Policies, including R.S. 42:342-344 including agency responsibility and prohibitions, annual employee training, and annual reporting