

Sexual Harassment Policy

Policy: Sexual harassment is a violation of the law and against the policy of the CVB. It will not be tolerated.

Recognizing Sexual Harassment: Unwelcome sexual advances, request 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 and jokes about sex	emails, texting	coerced sexual activities
threats or sexual demands	social media	assault

Management Responsibility: Sexual harassment undermines employee morale, interferes with productivity and causes hostility between employees. The CVB 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 CVB recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. The CVB trusts that all employees will act responsibly in report 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 any of the following: (a) the Accounting/Human Resource Director (b) their direct supervisor, or (c) the President/CEO. 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.

Investigation: The CVB will investigate each charge of sexual harassment by gathering information in as confidential a manner as possible from all concerned. The CVB will not retaliate against any employee who reports alleged sexual harassment or who

cooperates with any investigation. The CVB may consult with its attorneys in order to determine whether any conduct found to have occurred constitutes sexual harassment. If sexual harassment is found to have occurred, the CVB will take prompt remedial action to end the harassment. Also, the CVB may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any harassment has not suffered any retaliation.

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

Retaliation is Prohibited: The CVB 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 Accounting/Human Resource Director. If for any reason the employee does not wish to report the matter to the Account/Human Resource Director, or if the employee is dissatisfied with the response of the Accounting/Human Resource Director, then the employee should report their complaint of retaliation immediately or as soon as possible to the President/CEO.

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.