

# Recreation District No. One of St. Tammany Parish

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CHAIRMAN: NIXON ADAMS  
VICE CHAIRMAN: MAJURE SAVELL  
COMMISSIONER: RICK DANIELSON  
COMMISSIONER: SHEARN LEMOINE  
COMMISSIONER: WILLIAM B. MATTHEWS, JR., J.D.  
COMMISSIONER: JOHN NEILL  
COMMISSIONER: DESHEA RICHARDSON  
EXECUTIVE DIRECTOR: MARGIE LEWIS



2021 - Updated  
*(Signature)*  
Exec Director

## SEXUAL HARASSMENT

It is the policy of the Recreation District that harassment, sexual or otherwise, shall not be tolerated. Each individual has the right to work in a professional atmosphere which promotes equal opportunities and is free from all forms of harassment or discrimination. The District will not tolerate, condone or allow any form of harassment, whether engaged in by employees, supervisors, Board members, or non-employees who conduct business with the District.

“Harassment” shall mean any action or activity that unlawfully or unjustly results in the unequal treatment of individuals or groups based upon their age, race, national origin, religion physical or mental disability or sexual orientation as outlined by State and Federal laws. Any discriminatory action will be treated as a form of harassment and all involved employees will be subject to disciplinary action. The use of unsolicited slurs, jokes, and other verbal and physical conduct relating to the areas mentioned above constitutes harassment when this conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. May otherwise adversely affect an individual’s employment opportunities

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual’s employment or the holding of office, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated

## COMPLAINT RESOLUTION PROCEDURE FOR HARASSMENT OR DISCRIMINATION

1. Any employee who has been the subject of harassing or discriminatory behavior should attempt to first discuss, in person or in writing the incident or incidents with the individual responsible. This discussion should focus on the facts and dates of the incidents, the resultant feelings, and a clear indication that the behavior in question is unwanted and will not be tolerated. This discussion should be documented if possible.
2. An employee who believes that they have been the subject of harassment shall report the alleged activity to his/her non-involved supervisor or District Executive Director or Chairman of the Board. Once a supervisor is notified of a complaint, they are **required** to immediately document and report harassment cases to their supervisor/ District Executive Director/Board of Commissioners.
3. All complaints received will immediately be referred in writing to the Executive Director or Chairman of the Board. The Director will issue notice to the complainant party acknowledging the complaint and to provide notice of the investigation. A complete investigation will be done either by the Executive Director or Administrative Supervisor or Chairman of the Board.
4. A written report which details the results of the investigation will be completed. This report will make recommendations regarding remedies necessary to ensure that the prohibited behavior is terminated and such incidents are avoided in the future. This report will identify the individual employee(s) responsible for the incident and will recommend appropriate discipline. Discipline could include discussion, retraining, probation and/or termination based upon the circumstance, severity etc. Both parties will be notified of the findings, decision and discipline (if appropriate)
5. Either party may appeal the decision through the grievance procedure if it is felt the findings are incorrect or the disciplinary action inappropriate.
6. Retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment is not allowed.

*This procedure is a general outline and the District defaults to Parish, State or Federal guidelines and laws for handling of situations.*

## **POSTING AND EDUCATION**

The District posts informational signage about no tolerance of sexual harassment and how to report a problem, in various locations that employees gather.

All employees at the time of hire, are educated that harassment of any kind is not accepted and methods for reporting problems.

## **TRAINING FOR EMPLOYEES**

As per required by State Law, each employee (full and part time) will attend a yearly training on both ethics and sexual harassment. In addition, supervisors that accept or investigate a complaint of sexual harassment are to receive another hour of training. The District will use training tools provided by the State or other qualified provider. Documentation will be kept of all employees who attended.

## **REPORT**

Each year an annual report is compiled by February 1<sup>st</sup> of the next year. The report requires stating the number and percentage of public servants who have completed training requirements, number of sexual harassment complaints received, number of complaints that result in a finding, discipline or corrective action and the amount of time it took to resolve each complaint. This annual report is maintained within the office. These reports are considered public records and available to the public per the Public Records Law.