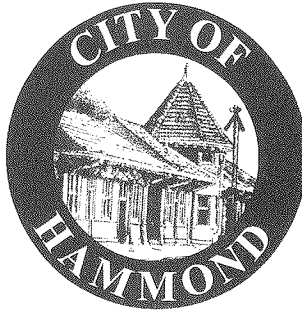


Pete Panepinto  
Mayor

### **Sexual Harassment Acknowledgement**

La. Revised Statute 43:342 requires each governmental agency in the State to develop and institute a policy regarding sexual harassment which shall contain certain minimum provisions. The City of Hammond Personnel Policies and Procedures for City employees provides that the City policies shall govern except where state law dictates otherwise. Pursuant to that provision, and pending a complete review and revision of the City Personnel Policies and Procedures, the City hereby gives notice of the following as a supplement to the existing City of Hammond Policies and Procedures regarding sexual harassment:

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment 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.
- (2) The behavior the City deems as inappropriate conduct includes the behavior set forth in City Policies and Procedures Rule III-4 (A). Improper conduct also includes sexual innuendos, suggestive comments, sexual humor, leering, obscene gestures, showing inappropriate images, touching, brushing the body, coerced sexual activity, assault and impeding egress or passage.
- (3) Any City employee may file a complaint regarding sexual harassment. The complaint must be in writing. The City will take immediate and appropriate action when a written complaint of sexual harassment involving any city employee or city official is received. The complaint procedure is set forth in City Policies and Procedures Rule III-4 (D). In addition, a complaint may be made directly to the Director of Administration. Actions taken on the complaint shall be documented.
- (4) Whether or not a particular incident is sexual harassment requires a complete factual investigation, and the investigation on all complaints shall be conducted in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or may be the subject of a filed complaint. In all instances, a prompt and thorough investigation will take place, giving careful consideration to protect the rights



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and dignity of all persons involved. The complainant and all persons involved shall participate in the investigation.

(5) Complaints which include allegations of sexual harassment and which may result in discipline of members of the municipal civil service shall be referred for investigation by the internal affairs division of the police department or to such other person or agency designated by the mayor to conduct the investigation. This is in order to protect rights afforded the police officers bill of rights and the firefighters bill of rights under state law and such investigation shall comply with applicable state law relating thereto. A complaint not involving members of civil service may also be referred for investigation by the internal affairs division of the police department or to such other person or agency designated by the mayor to conduct the investigation.

(6) There shall be no 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.

(7) If a complaint of sexual harassment is founded, possible disciplinary actions include immediate termination, suspension and/or demotion, and/or reassignment and/or any other action the mayor believes is appropriate. If a complaint is found to be intentionally false, the complainant may be subject to disciplinary actions including immediate termination, suspension and/or demotion, and/or reassignment and/or any other action the mayor believes is appropriate.

(8) Sexual harassment and discrimination in the workplace are prohibited by federal law through the Civil Rights Act of 1964 and by state law through La. R.S. 23:301 et seq. A complainant has the right to pursue a claim under state or federal law, regardless of the outcome of the investigation.

To the extent any of the existing City of Hammond Policies and Procedures are believed to be in conflict with the above, the above provisions shall control.

If you have any questions concerning this memo or the matters addressed you should contact me at 985-277-5653 or Diana McMahon, Human Resources Director, at 985-277-5626.

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Mayor

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Employee