

Town of Jonesboro Sexual Harassment Policy

This document outlines the Town of Jonesboro's Sexual Harassment Policy. The policy establishes guidelines to prevent, address, and resolve instances of sexual harassment in the workplace. It reaffirms the town's commitment to providing a safe and respectful environment for all employees and stakeholders.

Introduction

The Town of Jonesboro is committed to maintaining a workplace that is free from sexual harassment. This policy provides a framework for identifying, preventing, and addressing sexual harassment to ensure a respectful and inclusive environment.

Purpose

The purpose of this policy is to define sexual harassment, outline the responsibilities of employees and supervisors, and establish procedures for reporting, investigating, and resolving complaints in compliance with state and federal laws.

Policy Statement

Sexual harassment in any form is prohibited in the Town of Jonesboro's workplace. The town will take immediate and appropriate action to address complaints of sexual harassment and will not tolerate retaliation against individuals who report such behavior.

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for employment decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Responsibilities

1. Employees: All employees are responsible for maintaining a workplace free of harassment. Employees are encouraged to report incidents of harassment promptly and cooperate fully in investigations.
2. Supervisors: Supervisors are responsible for setting an example of appropriate behavior, addressing complaints promptly, and ensuring that all reports of harassment are handled in accordance with this policy.

Reporting Procedures

1. Employees who experience or witness sexual harassment are encouraged to report the behavior to their immediate supervisor, the town clerk, or the mayor.

2. Reports may be made verbally or in writing. Written complaints should include details of the incident(s), including dates, times, locations, and any witnesses.
3. All reports will be treated with confidentiality to the extent possible while allowing for a thorough investigation.

Investigation Process

1. Upon receiving a complaint, the town will initiate a prompt and impartial investigation.
2. Investigations will include interviews with the complainant, the accused, and any witnesses, as well as a review of relevant documents or evidence.
3. Upon conclusion of the investigation, appropriate actions will be taken based on the findings, which may include disciplinary measures up to and including termination.

Prohibition of Retaliation

The Town of Jonesboro strictly prohibits retaliation against any individual who reports sexual harassment, participates in an investigation, or supports a complainant. Retaliation is considered a serious violation of this policy and will result in disciplinary action.

Training and Awareness

1. All employees, including supervisors and elected officials, must complete annual training on sexual harassment prevention.
2. The town will provide educational materials and resources to increase awareness and understanding of sexual harassment and its prevention.

References

Louisiana Revised Statutes. (n.d.). Applicable statutes governing workplace harassment and employee protections.

Equal Employment Opportunity Commission. (n.d.). Guidelines on sexual harassment prevention and resolution.