

# TERREBONNE ARC

Policy No: II-22

Effective Date: 05-10-22

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Subject: **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

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## **I. POLICY**

It is policy for TARC to maintain a working environment free of harassment of any type, including sexual harassment. Accordingly, TARC shall not tolerate any offensive, intimidating or hostile conduct that interferes with the performance of an employee's work.

## **II. PROCEDURES**

- A. TARC's "EQUAL EMPLOYMENT OPPORTUNITY" policy specifically prohibits discrimination based on sex and makes provision for employees to work in an environment free of intimidation or harassment.
- B. This policy applies to all employees, supervisors, managers, vendors, service representatives, and all other persons doing business with or upon TARC's premises.
- C. Sexual Harassment may be defined as:
  1. Offering employment benefits in exchange for sexual favors;
  2. Making and/or threatening reprisals after a negative response to sexual advances;
  3. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
  4. Verbal conduct that includes leering, making or using derogatory comments, epithets, slurs, or jokes;
  5. Verbal sexual advances or propositions;
  6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations;
  7. Physical conduct that includes touching, assaulting, or impeding or blocking movements. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment;
  8. Action words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic shall not be tolerated;
- D. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between men and women that are acceptable to both parties are not considered sexual harassment.
- E. This policy also prohibits inappropriate sexual behavior on TARC's premises by consenting individuals. Inappropriate behavior is considered as any behavior that is disruptive or offensive to the working environment, a client, a visitor, or any other third party. Any interpersonal behavior that conveys or connotes less than a positive, professional or businesslike image is considered unacceptable.

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- F. No employee shall be subjected to any form of retaliation or discipline for pursuing a genuine complaint related to these matters.
- G. Corrective Remedial Action
  1. Any employee who feels he or she has been subjected to any kind of harassment should immediately report the alleged incident to his or her supervisor or the Executive Director. In all instances, when such allegations are reported to departmental management, the Executive Director is to be promptly notified by the appropriate management representatives.
  2. All supervisors and managers are expected to be alert to the possible presence of sexual harassment in the workplace, to respond appropriately to prevent incidents from occurring and to institute prompt corrective remedial action in the event incidents actually occur.
  3. Corrective remedial action may range from the issuance of a verbal warning to more stringent measures up to, and including termination of employment.
  4. The seriousness with which each individual incident is perceived should take into consideration that relative organizational relationship between the persons involved and the presence of coercion or intimidation.
  5. Given the nature of this type of alleged behavior, TARC recognizes that false accusations can have serious effects on innocent men and women. Therefore, any false or frivolous accusations shall be subject to appropriate disciplinary measures including dismissal.
  6. Management shall treat all alleged problems in a serious confidential and professional manner.