

City of Tallulah

Ethics Policy

Each **public servant** shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office.

Newly elected officials must receive training within 90 days of taking the oath of office.

Enforcement

Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the Board in any way necessary to fulfill the education requirements. (R.S. 42:1170)

- (1) Persons who are public servants solely because they are an uncompensated, volunteer fireman or an uncompensated, auxiliary or reserve law enforcement officer are exempt from the training.
- (2) Non-salaried employees of hospitals operated by a hospital service are exempt unless the employee is authorized to enter into contracts on behalf of the hospital for goods or services or the duties of the employee include the supervision of another public employee.
- (3) A former public servant whose public service in a calendar year lasted less than 90 days shall not be required to receive education and training.

Campaign Finance

An Elected official must receive at least one hour of Campaign Finance training during his term of office.

Each public servant (employee) shall have a completed copy of their ethics certificate at all times in their permanent employee file.

City of Tallulah

502 SEXUAL HARASSMENT & DISCRIMINATION POLICY

The City is committed to providing a work environment that is free of discrimination, harassment or any conduct that creates an intimidating, offensive or hostile environment. Any form of harassment or discrimination, whether based on race, color, religion, gender, pregnancy, childbirth, sexual orientation, sickle cell trait, national origin, age, marital status, disability, handicap, status as smoker of tobacco, or veteran status is prohibited. All supervisory or managerial personnel are responsible for taking proper action to end such behavior.

By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or, (b) submission to or rejection of such conduct by an individual is used as a 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. Sexual harassment of or by any city employee, independent contractor, or volunteer is strictly prohibited.

Offensive conduct or harassment may take many forms, including but not limited to:

- Verbal Conduct – such as sexual innuendos, suggestive comments, epithets, derogatory jokes or comments, name calling, threats, sexual humor, slurs or unwanted sexual advances.
- Visual Conduct – such as leering, whistling, derogatory and/or sexually oriented posters, photography, cartoons, drawings, calendars, graffiti, electronic mail, or obscene gestures.
- Physical Conduct – such as assault, offensive touching, blocking of normal movement, brushing the body, coerced sexual activity, or interference with work.
- Threats, Demands or Expectations – to submit to sexual requests as a condition of employment status or preferential treatment.

The City disapproves of activity which falls within the definition of sexual harassment and will take appropriate action to end sexual harassment and/or prevent the recurrence of any such misconduct.

Employees who experience or observe conduct believed to be harassment are required to report the alleged act(s) immediately or as soon as possible. The procedure for responding to and reporting incidents of sexual harassment is as follows:

- (1) If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- (2) If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor or the Mayor.

Whether or not a particular incident is sexual harassment requires a complete factual investigation and the City will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or are the subject of a filed complaint.

Complaints of harassment will be investigated promptly and in as impartial a manner as possible, giving consideration to protect the rights and dignity of all involved individuals. The City will take all steps necessary to resolve the problem, up to and including termination.

The City will investigate by confidentially gathering information on all concerned parties. The City may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment.

Employees will be subject to disciplinary action, up to and including termination, for the following: (1) violating the harassment policy; (2) knowingly providing false information in conjunction with an investigation of harassment or discrimination; (3) failing to take action to end and correct the discrimination or harassment if you are a supervisor who has knowledge of harassment.

No employee shall be subject to retaliation in any form as a result of bringing a complaint or testifying or assisting in a grievance related to complaints of discrimination or harassment. Instances of retaliation should be reported to the employee's supervisor or to the Mayor.

The City may make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of harassment has not suffered any retaliation. No retaliation of any kind will occur because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

If any party is not satisfied with the outcome of the investigation or the remedy provided, that person should inform the Mayor.

State and federal law provide administrative and judicial remedies which may be pursued by filing a complaint with the Louisiana Commission on Human Rights and the federal Equal Employment Opportunity Commission.

503 USE OF COMMUNICATION SYSTEMS