



SEXUAL HARASSMENT POLICY

The Council on Alcoholism and Drug Abuse of Northwest Louisiana (CADA) strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. To this end, CADA prohibits and will not tolerate sexual harassment or any behavior of a sexual nature that intimidates, exploits, insults, demeans, disrespects, or embarrasses any employee or other individual in the workplace. Anyone found to be engaging in any type of harassment will be subject to disciplinary action, up to and including termination of employment.

Prohibited Conduct

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unsolicited and unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature wherein:

1. Submission to such conduct is explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions (hiring, firing, advancement, evaluations, wages, duty assignments, shifts, training opportunities, or other such conditions of employment or career development); or
3. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

In addition to harassment as defined by the EEOC, CADA seeks to prohibit any and all sexually inappropriate behavior that may be offensive and negatively impact the work environment. Examples of sexually inappropriate behavior include, but are not limited to:

Verbal: Unwelcomed sexual flirtations, advances, propositions, or demands; unwelcomed sexual remarks, teasing, jokes, pranks, innuendo, insults, or inquiries; sexually insensitive or derogatory comments; unwelcomed repeated requests for dates or social engagement; inappropriate comments regarding a person's physical attributes; comments regarding sexual activities, exploits, prowess, or accomplishments; use of vulgar, crude or sexually offensive language; sexually insulting noises, catcalls, or whistling; stereotypical comments; repeatedly referring to an individual as "honey," "babe," "sugar," etc.

Non-Verbal: Gestures of a sexual nature; lustful looks, staring, and leering; displaying sexually revealing or suggestive pictures, cartoons, caricatures, drawings, photographs, magazines, books, graffiti, or objects; transmitting sexually oriented emails, texts, letters, writings, communications, and images.

Physical: Unwelcomed physical contact including kissing, touching, embracing, hugging, massaging, rubbing, fondling, groping, tickling, pinching, and patting; invading another's space by cornering, leaning over, or blocking passage; sexual assault, battery, and rape.

Sexual harassment or sexually inappropriate behavior does not refer to verbal behavior or occasional compliments of a socially acceptable nature. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable and welcomed by both parties, are not considered to be harassment.



Reporting/Complaint Procedures

If any employee alleges that they are a victim of harassment in the workplace, he/she shall immediately report the incident, in writing, to the Executive Director (ED) and/or the Head of Human Resources (HHR). If any employee alleges that he/she has been a victim of harassment by the ED, he/she shall report the incident, in writing, to the President of the Board of Directors. The employee shall use the Employee Grievance Form to write the complaint, which is available in EWS, Accreditation Now, and CADA's Office 365, or through the Human Resources Department.

The HHR will conduct an investigation, including interviews of all persons involved, and provide a written response to the complainant within 10 business days of receiving the notice of grievance. If the HHR determines the complaint is unfounded, the complainant can appeal to the ED. Refer to the Employee Grievance Policy for complete details on the complaint and appeal procedure.

CADA's Employee Protection (Whistleblower) Policy strictly prohibits retaliation of any kind against any employee who, in good faith, has made a complaint of harassment. Any CADA employee who engages in any form of retaliation against other employees for submitting such a complaint shall be subject to disciplinary action, up to and including termination.

At the same time, any employee who knowingly submits a false claim of harassment is also subject to disciplinary action, up to and including termination.

An employee also has the legal right to file a complaint with state and federal regulatory agencies and is not required to file an internal grievance before contacting state or federal agencies. To initiate a claim under federal or state law, employees are referred to:

EEOC District Office
Hale Boggs Federal Building
500 Poydras Street, Suite 809
New Orleans, LA 70130
800-669-4000 (Voice)
504-589-2958 (TDD)
504-595-2844 (Fax)
<https://www.eeoc.gov/>

LCHR
1001 N. 23rd Street, Suite 268
Post Office Box 94094
Baton Rouge, LA 70804
225-342-6969 (Voice)
888-241-0859 (TDD)
225-342-2063 (Fax)
<http://gov/page/lchr>.

The Chief Administrative Officer, or designee, shall submit an annual report to the State regarding CADA's compliance with the requirements of LRS 42:341-344 on sexual harassment, including the number of complaints received in the past year and the outcome of all investigations. These reports shall be public record and available to the public as per the Public Record Law.

Mandatory Training

All CADA employees shall receive a minimum of one hour of education and training on preventing sexual harassment during each calendar year. Supervisors and other persons designated by CADA to accept or investigate a complaint of sexual harassment shall receive additional education and training. Records of compliance with the training requirement are considered public record and are available to the public in accordance with the Public Record Law.