



Sexual Harassment Prevention Policy

1. PURPOSE

Finance New Orleans is committed to a healthy, harassment-free work environment for all our employees. Finance New Orleans has developed a company-wide policy to prevent harassment of any type, including sexual harassment, of its employees, customers, and clients and to deal quickly and effectively with any incident that might occur.

2. SCOPE

This policy applies to all Finance New Orleans employees. In addition, Finance New Orleans will not tolerate sexual harassment from outside the company. Customers, investors, contractors, and everyone interacting with our company are covered by this policy.

3. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is strictly prohibited under the Equal Employment Opportunity Commission, Section 703 of Title VII of the Civil Rights Act of 1964 as amended; Louisiana Employment Discrimination Law; R.S. 23:301-303 and 332; and La R.S. 42:341-345. It is defined by the Equal Employment Opportunity Commission as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or inappropriate conduct of a sexual nature if: (1) submission to such conduct is an explicit or implicit term or condition of an individual's employment; (2) submission to or rejection of such conduct is a basis for employment decisions affecting such individual; or (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

(1) Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Sexual harassment of any employee by another employee or other person with whom an employee may have contact as part of his work environment is prohibited. Sexual harassment does not require the intent to offend. All employees should know of their responsibilities and protection under this policy.

(2) Actions that are inappropriate and may meet the definition of sexual harassment or contribute to a hostile work environment, include but are not limited to the following:

- Sexual pranks, or repeated sexual teasing, jokes, gestures or innuendo;
- Lewd comments about an individual's body;
- Touching or grabbing of a sexual nature;
- Talking about ones' sexual activity in front of others;
- Inappropriate unwelcome conduct of a sexual nature such as: cornering, repeatedly standing too close to or brushing up against another's body or leaning into or over a person;
- Giving gifts or leaving objects that are sexually suggestive;

- Posting, making, or displaying pornographic, sexually demeaning, or sexually explicit material in the workplace;
- Pressure for unnecessary personal interaction;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment;
- Making sexual statements in person, in writing, or electronically, such as email, instant messaging, text messaging, blogs, web pages, social media, etc.

4. POLICY STATEMENT

Finance New Orleans is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Finance New Orleans will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

5. REPORTING PROCESS

If an employee believes that he/she has been harassed or sexually harassed or has witnessed an act of harassment, he should immediately report the incident to a supervisor, immediate supervisor, or the Human Resource Consultant. The supervisor or immediate supervisor shall forward the complaint to the Human Resource Consultant immediately. The Chief Business Officer shall be notified immediately by the Human Resource Consultant that a complaint has been filed. This notification shall not include the identity of the person making the complaint or the alleged harasser, but shall inform the Chief Business Officer that a complaint has been filed and that an investigation shall be conducted pursuant to the provisions of this manual. The Human Resource Consultant shall immediately initiate an investigation into the complaint.

If the alleged harasser is the Chief Business Officer, the complaint should be forwarded to the Executive Director. The Executive Director shall immediately initiate an investigation into the complaint pursuant to the provisions of this manual.

If the alleged harasser is the Executive Director, the complaint should be forwarded to the Board of Trustees Chair. The Board of Trustees Chair shall immediately initiate an investigation into the complaint pursuant to the provisions of this manual.

Any complaint and information resulting from a harassment or sexual harassment investigation will be kept in the strictest confidence, only informing those persons, as the situation dictates, who need to know to affect the earliest resolution.

6. INVESTIGATION PROCESS

A complaint of harassment or sexual harassment shall be immediately investigated by the Human Resources Consultant or as designated by the Chief Business Officer. The investigation shall be completed within 30 working days of the complaint and the findings of the investigation shall be submitted to the Chief Business Officer for action upon completion of the investigation. Final disposition of the complaint shall occur within 45 working days of filing the complaint. Depending upon the circumstances, the employee shall be subject to disciplinary action.

7. RESOLUTION

Both the complainant and the alleged harasser will be informed of the findings and intended sanctions as soon as the investigation is concluded.

Upon receiving the investigation findings, the company and the investigator should communicate the results and intended actions to the complainant and the alleged harasser.

If the investigator and company determine that no sexual harassment has occurred, this finding will be communicated to the complainant.

If the investigator and company find harassment has occurred, the harasser will be subject to disciplinary actions.

a) Sanctions

Where a charge of sexual harassment is substantiated, the company will act fairly in imposing an appropriate sanction as recommended by the investigator. The available sanctions range from a written apology, referral or counseling, a reprimand, and written report to that person's file, reassignment, suspension, to discharge from the company. Seniority or status at the company will not affect the decision as to the appropriate sanction in the circumstances.

b) False Accusations

If the investigation reveals evidence that the complainant falsely accused another of sexual harassment, the complainant will be appropriately disciplined, and the documentation will be retained on the complainant's personnel file.

8. MANAGEMENT RESPONSIBILITY

It is the responsibility of a director, manager, director of human resources, or any other person within this company who supervises one or more employees to take immediate and appropriate action to

report or deal with incidents of sexual harassment of any type, whether brought to their attention or personally observed.

Under no circumstances should a complaint be dismissed or downplayed, nor should the complainant be told to deal with it personally.

9. RETALIATION

Employees shall report harassment or sexual harassment without fear of retaliation. There shall be no retaliation against any employee who, acting in good faith, files a complaint, cooperates with an investigation of a complaint, or seeks guidance on compliance concerns or questions.

Retaliation is any action, statement, or behavior that is designed to punish an employee for filing a complaint, cooperating with an investigation of a complaint, seeking guidance regarding a compliance concern or to deter an employee from taking such action.

Acts of retaliation shall be reported immediately to a supervisor, immediate supervisor, or the Human Resource Consultant. The supervisor or immediate supervisor shall forward the complaint to the Human Resource Consultant immediately.

10. MANDATORY TRAINING

All employees shall complete the applicable mandatory training. Supervisors must complete both the employee and supervisor trainings:

- Preventing sexual harassment for **Employees** <https://nola.gov/sexual-harassment-training/employee/>
- Preventing sexual harassment for **Supervisors** <https://nola.gov/sexual-harassment-training/supervisor/>

All employees shall complete a minimum of one hour of education and training on preventing sexual harassment during each calendar year of his public employment. Employees shall send the Chief Business Officer a copy of their certificate of completion of the training.

All supervisors designated to accept or investigate a complaint of sexual harassment for the Finance New Orleans shall receive additional education and training each calendar year.

All training certificates and records will be maintained by the Human Resource Office on a calendar year basis. These training records shall be public record and available to the public in accordance with the Public Records Law.

Failure to complete the mandatory training requirements may result in disciplinary action.

11. INQUIRES

Any inquires concerning this policy may be addressed to Finance New Orleans' Chief Business Officer.