

Harassment Policy

This policy expressing the position of the Parochial Employees' Retirement System on sexual harassment and other forms of harassment applies to all employees of the Parochial Employees' Retirement System (PERS).

Purpose

The purpose of this policy is to make clear that PERS will not tolerate in the workplace sexual harassment or harassment due to race, color, gender, religion, national origin, citizenship, age, disability, protected activity, sexual orientation or veteran status. Any employee who believes he or she has been the subject of harassment is strongly encouraged to discuss and report such conduct to the Administrative Director or the Assistant Director. An annual report will be completed in accordance with R.S. 42:344.

Definition of Sexual Harassment and Hostile Work Environment

PERS will not tolerate unwelcome sexual advances, requests for sexual favors, and other verbal physical, or inappropriate conduct of a sexual nature that constitutes sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating hostile, or offensive work environment.

Examples of Inappropriate Behaviors

1. Racial or ethnic jokes, slurs, epithets, cartoons or graffiti
2. Sexually graphic comments, epithets, pictures, cartoons, gestures or graffiti
3. Taunting on the basis of actual or perceived sexual orientation
4. Repeated use of demeaning or degrading comments based on individual characteristics
5. Repeated use of profanity or intimidating behaviors like yelling or throwing objects
6. Threats of harm, violence, or assault
7. Unwanted sexual flirtations or unwelcome, unnecessary touching
8. Requesting sexual favors in return for a tangible employment action

Reporting of Harassment Complaints

Whenever an employee has reason to believe that he or she has been subjected to a discriminating work environment because of sexual advances or harassment, the employee should promptly report such incidents to the Administrative Director or to the Assistant Director. No retaliation in any form will be tolerated toward an employee for: reporting in good faith such an incident, or testifying or participating in any way in an investigation or other proceeding involving such an incident.

Investigation

Upon notice of any reported incident of alleged harassment, the Administrative Director or the Assistant Director will immediately conduct a full investigation of the matter. The investigation will include an opportunity for the accused employee to be heard. Confidentiality will be maintained to the greatest degree possible.


Corrective Measures

Upon completion of the investigation, the Administrative Director or the Assistant Director will prepare a full report to the Board of Trustees. Corrective action will be taken following the report to the Board. This may include but not be limited to: reprimand, suspension, and dismissal.

Appropriate action will also be taken in the event the accusation is intentionally false or malicious in intent.

Effective Date and Amendment

This policy is effective upon signature of the Administrative Director and distribution to all employees. The Administrative Director



Administrative Director

01/01/2025

Date