

# FIGHT FRAUD, WASTE & ABUSE!

Contact the Louisiana Legislative Auditor (LLA) Hotline if you suspect the misappropriation (theft), fraud, waste or abuse of public funds by anyone.

Information provided to the LLA Hotline may result in an investigation, audit or other review.

When providing information to the LLA Hotline, please include sufficient detail (*describing who, what, where, when, why and how*) to allow us to fully evaluate your information. Although we will consider anonymous information, providing us with your name and telephone number will allow us to contact you with any additional questions that we have. Your name and telephone number, as well as the status of complaints, are confidential.



## CONTACTING THE LLA HOTLINE IS EASY:

Toll-free: **1-844-50 FRAUD (503-7283)**

Fax: **1-844-40 FRAUD (403-7283)**

Online: **ReportFraud.La**

U.S. Mail: **LLA Hotline, P. O. Box 94397, Baton Rouge, LA 70804**

## HARASSMENT POLICY

It is the policy of West Calcasieu Airport Managing Board that all employees or contract personnel are responsible for ensuring that the workplace is free from harassment.

- A. Harassment.** The Airport strictly prohibits harassment of an employee or contract personnel based on race, color, religion, gender, national origin, ethnicity, age, genetic information, or disability.
- B. 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 or contract personnel's work performance or creating an intimidating, hostile, or offensive work environment.

All WCA employees will take an annual one-hour course in preventing sexual harassment and the certificate will be kept in WCA office. WCA's Harassment Policy shall be posted on the premises and on the agency website.

- C. Procedures.** If an employee or contract personnel believes that they have been harassed or sexually harassed or have witnessed an act of harassment, they should immediately report the incident to a supervisor or alternatively the President of the Airport Board.
- D. Enforcement Investigation, and Resolution of Complaints.** A complaint of harassment or sexual harassment shall be immediately investigated with a report to the full board and appropriate action taken.
- E. Retaliation.** Employee or contract personnel shall report harassment or sexual harassment without fear of retaliation. There shall be no retaliation against any employee or contract personnel who, acting in good faith, files a complaint, cooperates with an investigation of a complaint, or seeks guidance on compliance concerns or questions.
- F. Annual Reporting.** The agency will file an annual sexual harassment report in accordance with the requirements of R.S. 42:344 on or before February 1 after the end of fiscal year.