VILLAGE OF HOSSTON

POST OFFICE BOX 206 HOSSTON, LOUISIANA 71043 PH # (318) 287-3225 FAX # (318) 287-3518 villageofhosston@gmail.com

Mayor: Kim Jaynes Clerk: Hayden Linn Police Chief: Ramona Anders Alderman: Misti Banks Alderman: Henry Blunt Alderman: Vicki Carter

SEXUAL HARASSMENT POLICY

It is the policy of the Village of Hosston to prohibit any kind of sexual, racial, disability, agebased or religious harassment of employees and applicants. Positive action shall be taken to ensure that all members of management, supervisory personnel, and employees comply with the effort to make our work environment free from harassment.

ENFORCEMENT TRAINING:

Immediate and appropriate corrective action will be taken by management with respect to any violations of this policy.

Depending on the circumstances, violation of this policy may warrant discipline, up to and including discharge.

EMPLOYEE TRAINING:

Sexual harassment training is conducted once a year for our employees. The training is provided by the Louisiana Municipal Association via video. Each employee is required to undergo training and turn their certificate in to be placed in employment file.

REPORTS:

An Annual Sexual Harassment Report is completed by February 1st of each year and kept on file at the Village Hall.

To report an incident, please contact the Village Hall.