

Division of Administrative Law

State of Louisiana

JOHN BEL EDWARDS
Governor



EMALIE A. BOYCE
Director

POLICY PROHIBITING SEXUAL HARASSMENT

PURPOSE: Through this policy and the mandatory training required of all employees, DAL seeks to:

- Unequivocally state intolerance for sexually inappropriate behavior;
- Identify the broad scope of such prohibited behavior;
- Establish an effective, uniform reporting process;
- Establish an effective, uniform investigative process;
- Trigger prompt action to protect against recurrence of the prohibited behavior;
- Ensure resolution that imposes appropriate corrective action;
- Protect complainants and individuals involved in the investigative process from harassment, reprisal, or retaliation; and
- Respect confidentiality and the privacy rights of employees.

This policy establishes a procedure to administratively report and address complaints of sexually inappropriate behavior. It is not in any way intended to replace or supersede the statutory or regulatory rights regarding sexual harassment available to employees under federal and state law, including Title VII of the Civil Rights Act (42 U.S.C. § 2000e et seq.), the Louisiana Employment Discrimination Law (La. R.S. 23:301 et seq.), and La. R.S. 42:341-345. Specific timelines and requisites of law apply to filing a complaint with the Equal Employment Opportunity Commission (EEOC) or the Louisiana Commission on Human Rights (LCHR).

APPLICABILITY: This policy applies to all DAL employees regardless of position, status, or authority. This includes classified and unclassified employees, full-time, part-time, seasonal, and temporary employees. The prohibitions of this policy are equally applicable to appointing authorities, executive management, administrators, directors, managers, supervisors, staff, students, and interns.

In keeping with DAL's intention and duty to maintain a work environment free of harassment and discrimination, this policy also applies to non-employees, including visitors and individuals who transact business with DAL such as vendors, maintenance personnel, clients, contractors, and consultants. These non-employees are prohibited from engaging in the behavior prohibited by this policy, and are protected from experiencing such behavior by DAL employees.

This policy applies to not only the customary workplace and work locations where DAL employees may be assigned, but also prohibits such behavior while traveling to a work location, at conferences, workshops, trainings, business trips, and business-related social events.