

## ANTI-HARASSMENT POLICY

The Fourth Judicial District Attorney's Office (hereinafter DA Office) is committed to maintaining a working environment that is free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's age, race, color, ethnicity, national origin, sex, religion, disability, veteran status, or other legally protected characteristic is prohibited.

For purpose of this policy, harassment is defined as:

- a. Any type of behavior which is based on gender, pregnancy, race, color, ethnicity, national origin, age, disability, religion, veteran status, sexual orientation, or any other protected status that is so severe or pervasive that it interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Such harassment may include, but is not limited to, unwanted physical contact, use of slurs, inappropriate jokes, comments, or innuendos; obscene or harassing phone calls, emails, letters, notes or other forms of communication; and any conduct that may create a hostile work environment.

The DA Office prohibits the harassment of all employees (full or part-time) by management, co-workers, independent contractors, non-employees, vendors, or visitors. Harassment will not be tolerated and violators will be subject to disciplinary action up to and including termination of employment. Non-employees found guilty of harassment will be barred from the premises.

### COMPLAINT PROCESS:

1. A complaint regarding harassment should be made directly to the employee's immediate supervisor, the Personnel Director, the Administrator, the First Assistant District Attorney or the District Attorney. Such complaints will be investigated, and appropriate action will be taken. To the extent practicable, all information related will be held in confidence.
2. If you are harassed by a non-employee, immediately report the incident as well. Harassment by non-employees will not be tolerated.
3. The alternate sources of reporting are offered as no employee is obligated to report suspected harassment to any supervisor in their chain of command who is the alleged harasser or who is related to the alleged harasser by blood or marriage.
4. All managers/supervisors shall promptly forward all complaints or reports of suspected work-place harassment to the employee's immediate supervisor, the Personnel Director, the Administrator, the First Assistant District Attorney, or the District Attorney for investigation and appropriate action.

The complete Anti-Harassment policy is contained within the DA Office Employee Handbook. Each employee is provided a handbook upon employment with the DA Office. Employees are required to provide written acknowledgement of receipt of the Handbook.

All employees, full-time and part-time) are required to complete yearly online Sexual Harassment Prevention training in accordance with Act 270 of the Regular Session of 2018. Certificates of completion are maintained by HR in each employee's personnel file.