

Employees are to report the occurrence of any accident while at work, without exception, to the Executive Director. If the accident happens while in the course and scope of his or her employment after 5 p.m. or on weekends or holidays, the report must be made on the next working day. The employee shall submit to mandatory drug testing If an accident occurs while the employee is at work.

D. Misrepresentation.

No employee shall purport to represent GAEDA while engaged in private business.

E. GAEDA Property.

(1) An employee shall exercise due care in his use of GAEDA property and utilize such property only for authorized purposes.

(2) Inventory accountability is conducted each January and at other times at the discretion of the Executive Director. To assure accurate and timely results, employees shall assist the personnel responsible for the inventory check. Forms containing the office furniture and equipment assigned to, used by or otherwise in the control or possession of each employee will be distributed. Each employee is to review and revise the form as necessary and then sign the form verifying the inventory on the form is assigned to, used by, or otherwise in his control or possession. At each annual inventory accountability, employees shall submit a copy of their updated inventory listing. If any discrepancies occur and the furniture or equipment is not located, the last employee to sign for the unaccounted property shall be responsible for the identified items.

(3) Unauthorized removal of GAEDA property from the premises or its conversion to personal use is strictly prohibited and is a basis for termination.

(4) GAEDA property is subject to inspection at any time and without prior warning. "GAEDA property" includes, but is not limited to, vehicles, desks, files, containers, cell phones and accessories, the immediate work area, and foot lockers. There shall be no expectation of privacy by any employee concerning any GAEDA property. However, any inspection of any employee's locker or immediate work area shall be in the presence of the employee or volunteer.

(5) GAEDA property issued to an employee must be returned to GAEDA at the time the employee terminates employment or when it is requested by the Executive Director. The value of any property issued to an employee and not returned may be deducted from an employee's final pay check.

F. Outside Employment.

The work of GAEDA shall have precedence over other occupational interests of employees. Conflicting outside employment is strictly prohibited.

F. Political Activity.

(1) Partisan political activity by an employee while at work, including publicly or privately

advocating or lobbying passage or defeat of any matter before GAEDA, is prohibited.

(2) No employee shall participate in any activity which would substantially compromise the ability of the employee to discharge with neutrality, efficiency, and integrity his or her duties and obligations to GAEDA. Such prohibited activities shall include, but not be limited to, the following:

(a) Service as an officer of a political party; a member of a national, state, or local committee of a political party; an officer or member of a committee of a partisan political club; or being a candidate for any of these positions.

(b) Organizing or reorganizing a political party organization or political club.

(c) Becoming a candidate for elective public office.

G. Gifts and Favors.

Neither the Executive Director nor any other employee of GAEDA shall accept any valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with GAEDA; nor shall the Executive Director or any other employee of GAEDA accept any gift, favor, or thing of value that may tend to influence him in the discharge of his duties or grant in the discharge of his duties any improper favor, service, or thing of value.

I. Solicitation.

Solicitation by and of employees on municipal premises is prohibited. However, solicitations for gifts for municipal employees (resignations, retirements, weddings, births, etc.) are permitted.

Section 13. Sexual Harassment

1. **AUTHORITY:** The Executive Director as authorized by §2405. B.5; Equal Employment Opportunity Commission, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, Louisiana Employment Discrimination Law; and La. R.S. 42:341-345.
2. **PURPOSE:** To establish the authority's policy on the prohibition against sexual harassment, define sexual harassment, outline employee expectations, and provide procedures for filing complaints.
3. **APPLICABILITY:** This policy shall apply to all employees of the Greater Alexandria Economic Development Authority (GAEDA), including part-time employees and Board Commissioners, or non-employees who have a business relationship with the Authority.
4. **POLICY:** The GAEDA Board of Commissioners is committed to providing a workplace that is free from sexual harassment. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace such as business trips business meetings and business-related social events. Engagement by any employee in any form of sexual harassment is strictly prohibited and shall not be tolerated.

5. DEFINITIONS:

A. Sexual Harassment – may include a range of subtle to not-so-subtle behaviors and may involve individuals of the same or different gender. The harasser can be a supervisor, co-worker, other employees, or a non-employee who has a business relationship with the Authority. Sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting any individual,
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or
- The behavior persists despite objection by the person to whom the conduct is directed.

Unwelcome actions such as the following are inappropriate and depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment (the following are a few examples and are not all-inclusive):

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo:

- Lewd comments about an individual's body;
- Touching or grabbing of a sexual nature;
- Talking about one's sexual activity in front of others;
- Repeatedly cornering, leaning in, or standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Pressure for unnecessary personal interaction;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

NOTE: Sexual statements can be made in person, in writing, or electronically, such as email, instant messaging, text messaging, blogs, web pages, social media, etc. Sexual harassment does not require the intent to offend. Inappropriate conduct meant as a joke, prank, or even a compliment can lead or contribute to harassment.

6. PROVISIONS:

- A. Sexual harassment violates the Equal Employment Opportunity Commission Guidelines, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, the Louisiana Employment Discrimination Law, and La. R.S. 42:341-345.

To initiate a claim under federal or state law, employees are referred to the Equal Employment Opportunity Commission and the Louisiana Commission on Human Rights:

EEOC District Office
 Hale Boggs Federal Building
 500 Poydras St., Suite 809
 New Orleans, Louisiana 70130
 800-669-4000 (voice)
 504-589-2958 (TDD)
 504-595-2844 (Fax)
www.eeoc.gov

LCHR
 1001 N. 23rd St., Suite 268
 Post Office Box 94094
 Baton Rouge, Louisiana 70804
 225-342-6969 (voice)
 888-241-0859 (TDD)
 225-342-2063 (Fax)
<http://gov.louisiana.gov/page/lchr>

- B. The Executive Administrator will serve as the Authority's Equal Employment Opportunity (EEO) Officer with specific responsibilities assigned to the Human Resources Chairman and other designated staff members.

7. RESPONSIBILITIES:

A. AGENCY:

- When an allegation of sexual harassment has been received, or there is reason to believe sexual harassment is occurring, immediate and appropriate steps will be taken to ensure that the matter is promptly investigated and addressed. The Authority is committed to take appropriate action, even if the individual does not wish to file a formal complaint.
- The Sexual Harassment Policy will be posted on the Authority's website and Intranet. Employees will be informed if changes are made to the policy.

B. SUPERVISORS/COMMISSIONERS:

- Supervisors/Commissioners shall ensure that employees are aware that sexual harassment is strictly prohibited in this agency.
- Supervisors/Commissioners who observe incidents of sexual harassment **MUST** take immediate corrective action without waiting for a victim complaint.
- Supervisors/Commissioners who receive a complaint of sexual harassment **MUST** immediately report the complaint to the Board Chairman or Legal Counsel.
- Failure to report incidents will be considered a violation of this policy and may result in disciplinary action.

C. EMPLOYEES/CONTRACTORS:

- Any employee/contractor who knows or reasonably believes that sexual harassment is occurring or has occurred whether to the employee/contractor directly or to someone else, is obligated to inform their Supervisor or Human Resources Committee Chairman or Legal Counsel immediately.
- Employees/Contractors are responsible for cooperating fully with any investigation of a complaint of sexual harassment. Information related to complaints and investigations will remain confidential to the fullest extent possible. Employees/Contractors cooperating in an investigation shall maintain the confidentiality of the investigation to protect the reputations of all involved.
- Confidentiality is expected, but total confidentiality may not be guaranteed when investigating a sexual harassment complaint. The Administration may be required to inform those on a need-to-know basis of the details surrounding the complaint. Although confidentiality is expected, the witnesses and others questioned may not maintain total confidentiality. This should not deter filing complaints of sexual harassment. Confidentiality violations will be handled on a case-by-case basis.

Charges of sexual harassment are serious charges, and employees should report incidents when they occur. However, due to the seriousness of these charges and the potential damage that could be done to those who are charged, employees shall refrain from making casual, misleading or false charges of such behavior. False and/or malicious