



## Village of Elizabeth,

**Mandy L. Green, Mayor**

230 Poplar Street  
PO Box 457

Elizabeth, LA 70638

P: 318-634-5100

F: 318-634-7881

[dlee@villageofelizabeth.com](mailto:dlee@villageofelizabeth.com)

Clerk: Denise Lee

### Board of Aldermen

Kenneth Kelly / Pro Tem

Kelly Stalsby

Angela Smith

## Village of Elizabeth Sexual Harassment Policy

It is always the policy of the Village of Elizabeth to afford hospitable, cooperative, and non-coercive work environment to all employees, women and men alike. This policy recognizes the harassment of any kind directed to an employee, including harassment of a sexual nature, is improper, unlawful, and will not be tolerated. Financial rewards and promotional and training opportunities are awarded based on job performance and skills, and not on favoritism. This policy is consistent with Federal and State Laws prohibiting sexual harassment in the workplace according to L.R.S. 42:342-344.

- Employees of the Village of Elizabeth, visitors to the Village of Elizabeth, and vendors are prohibited from making unwelcome sexual advances to any other employee of the municipality or engaging in other unwelcome sexual activity. No employee may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect an individual's employment or career development. Sexually harassing conduct, committed by an employee, is strictly prohibited. Sexually harassing conduct includes, but is not limited to: unwelcome physical contact, commentaries regarding an individual's body, sexual or degrading words used to describe an individual, and the display or circulation of suggestive objects, pictures or cartoons.

Employees and non-employees are prohibited from engaging in any activity of a sexual nature at any of the municipal facilities. Employees are prohibited from retaliating against any individual who refuses or rejects and employee's sexual advances or who protests or complains about the employee's sexual advances or sexual activity.

### Procedures for Reporting Policy Violations

Any municipal employee, or visitor, who believes he/she has been the victim of sexual harassment, has witnessed sexually harassing activities or has knowledge of any other violation of this policy, is encouraged to report the violation to the Mayor or a Village council member. Reports may be made verbally or in writing. Immediate reports are necessary to assure that appropriate action may be taken to prevent such conduct.

- All reports of violations shall be handled in a confidential and discreet manner to the fullest extent possible.
- There will be no retaliation for a good faith report on a violation of this policy.
- Following a reported violation of this policy, the Village of Elizabeth will immediately conduct an investigation into the report, which typically requires interviewing the employee who made the report, and the accused and witnesses, if any.

Louisiana

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- The Village of Elizabeth will, if deemed necessary, retain an outside investigator to conduct the investigation.
- During an investigation, where circumstances warrant, the Village of Elizabeth may suspend the accused indefinitely with or without pay.
- When the investigation concludes that the policy has been violated, the Village of Elizabeth will take immediate action to report the outcome of the investigation, and that if applicable, appropriate disciplinary action will be taken.
- Should the investigation conclude that there has been no policy violation, the accused will be reinstated and made whole for any lost pay.

Any mutual employee who violates this policy will be subject to immediate discipline, up to and including termination. The disciplinary action shall be designed to ensure that harassment ceases immediately, and does not resume in the future. The discipline will also be designed to punish the offender. Any municipal employee, who fabricated evidence of a violation of this policy during an investigation, will be subject to immediate disciplinary action. Disciplinary sanctions will not apply to any individual who provides a statement of evidence of a violation in good faith that the statement of evidence is true. The Mayor and the Village Council are responsible for advising employees who report to them of the requirements of this policy and how to report any violation of this policy. Regardless of the outcome of the investigation by the Village, a complainant may pursue a claim under state and/or federal law.

**All employees will be required to complete a 1-hour Class on Preventing Sexual Harassment within the work place by January 31, of each year. New hires will have to complete 1-Hour Class within 90 days of date hired.**

Annual Sexual Harassment Report will be compiled by February 1st for the previous year to include:

- Number and percentage of employees who have completed the mandatory training requirements;
- Number of sexual harassment complaints received;
- Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- Amount of time it took to resolve each complaint.

These reports shall be public record and available to the public in accordance with the Public Records Law.

**The Village of Elizabeth is an equal opportunity employer.**