



GERRY CVITANOVICH, M.D.
Coroner

HARRASMENT IN THE WORKPLACE

I. POLICY

- A. It is the policy of the Jefferson Parish Coroner's Office that it will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. Each employee has a responsibility to maintain the workplace free of any form of harassment.

II. PROHIBITED CONDUCT

- A. While all forms of harassment are prohibited, sexual harassment is specifically prohibited. Prohibited conduct includes, but is not limited to:
1. Threaten or insinuate, either explicitly or implicitly, that an employee should submit to sexual advances or that refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career advancement.
 2. Sexual flirtations, touching, advances or propositions;
 3. Verbal abuse of a sexual nature;
 4. Graphic or suggestive comments about an individual's dress or body;
 5. Sexually degrading words to describe an individual;
 6. The display in the workplace of sexually suggestive objects or pictures, including nude photographs; and
 7. Other similar offensive conduct.

III. REPORTING

- A. Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment, has a responsibility to report or complain immediately to their supervisor, or any other supervisor, if the complaint involves his/her supervisor. All employees are assured there will be no retaliation for filing a complaint or acting as a witness.

