

POLICY AGAINST HARASSMENT

1. PREVENTION OF HARASSMENT

The Board of River Port Pilot Commissioners for the Port of New Orleans is committed to maintaining a work environment in which all individuals are treated with respect in an open and tolerant environment free from harassment.

2. HARASSMENT DEFINED

Harassment includes but is not limited to any unwelcome sexual advances, request for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitutes sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with the individual's work performance, or creates intimidating, hostile, or offensive work environment and shall not be tolerated.

Types of conduct that are prohibited include but are not limited to:

- Graphic verbal comments about an individual's body appearance
- Sexual jokes, notes, stories, drawings, pictures, emails or gestures
- Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions
- Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors including but not limited to repeated unwelcome demands for dates
- Spreading sexual rumors
- Touching an individual's body or clothes (including one's own) in a sexual way, including but not limited to grabbing, brushing against, patting, pinching, bumping, rubbing, kissing and fondling
- Cornering or blocking normal movements

3. HARASSMENT PROHIBITED

Harassment by a public servant is prohibited by the Board of River Port Pilot Commissioners for the Port of New Orleans and is prohibited by State and Federal Laws.

4. RETALIATION PROHIBITED

Any act of retaliation against any individual because they have filed a complaint alleging harassment or because they have participated in the investigation of a complaint is prohibited.

5. COMPLAINT

Any person having cause to make a complaint of harassment against any individual which is regulated by the Board of River Port Pilot Commissioners or is a member of the Board is encouraged to do so as follows:

- Immediately notify the General Counsel of the Board in writing of the harassment.

The notification should include:

- The name of person harassed.
 - The name or names of the individuals who engaged in the harassment or in the retaliation.
 - The date time and place of the harassment.
 - Any individual who is a witness to the harassment.
 - Any documents, statements or photographs relevant to the claim of harassment.
 - Complaints must be made within 180 days of the harassment.
- Upon receipt of notice of the complaint, the General Counsel or a designee will conduct an investigation.
 - The investigation shall be completed within 30 days and the accused shall have a right to respond. 30 days following this process, the General Counsel will issue a report to the Board of River Port Pilot Commissioners for the Port of New Orleans who will review the recommendation and render a decision.
 - Any issues of discipline or appeal shall be subject to the established process of the Board

The person filing a written complaint may do so by emailing the complaint to brppc@cox.net; faxing the complaint to (504) 301-3594 or mailing the complaint to 2728 Athania Pky., Metairie, LA 70002.

Adopted 4/29/2020