



Sexual Harassment

Policy:

LACG does not tolerate nor condone sexual harassment of any kind from its employees. Any action, including, but not limited to the following, will be considered sexual harassment and are grounds for disciplinary action up to and including termination:

1. Unwelcome sexual advances.
2. Requests for sexual acts or favors.
3. Verbal or physical conduct of a sexual nature.
4. Insulting or degrading sexual remarks or conduct directed against another employee.
5. Threats, demands or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances.
6. Retaliation against employees for complaining about sexually harassing behaviors.
7. Any other unwelcome statements or actions based on sex so as to interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.
8. Physical assaults of a sexual nature.
9. Display of signs, material and publications of a sexual nature.
10. Same sex harassment.

This policy is applicable to sexual harassment between co-workers, between employees and vendors and between employees and supervisors.



Sexual Harassment (continued)

Any person who has a complaint of sexual harassment against a supervisor, a co-worker, a vendor, or a person we serve should bring the problem to the attention of the supervisor and/or executive director. Complaints may be raised in person verbally and/or in writing to any of the following persons:

1. Supervisor/Director
2. Executive Director

Once the supervisor/director/executive director becomes aware of the complaint, there will be an investigation.

This non-profit organization prohibits retaliation against anyone for having raised a complaint. Complaints will be investigated fully, fairly and handled as confidentially as possible.

The allegations of the complaint and the identity of the persons involved shall remain as confidential as possible in order to conduct a full and impartial investigation.

The investigation will include, but will not be limited to; discussion with both parties and witnesses. A report shall be forwarded to the Executive Director with recommendations concerning remedial action, if necessary. The Executive Director will review the recommendation(s), determine the corrective action(s), if any, and notify all parties of its decision and will implement the corrective actions and/or decisions.

LACG

**LOUISIANA ASSOCIATION
on COMPULSIVE GAMBLING**
