



FLORIDA PARISHES JUVENILE DETENTION CENTER

Non-Discrimination and Anti-Harassment Policy:

The Florida Parishes Juvenile Justice Commission, by both policy and practice, prohibits unlawful discrimination, harassment, retaliation, and other forms of illegal or unethical conduct. This policy sets forth the type of conduct that is prohibited by our policies, as well as procedures for you to follow if you have questions or complaints.

To ensure that all of our employees enjoy a working environment that is free from harassment and discrimination, we prohibit any person from harassing or discriminating against any employee or other worker because of race, color, gender, sex (whether or not sexual in nature), sexual orientation, pregnancy, religion, national origin, age, disability, veteran status, protected activity (such as opposition to prohibited discrimination or participation in the statutory complaint process) or any other protected class prohibited by law.

Prohibited conduct includes, but not limited to:

- A. Making decisions related to a person's employment, evaluation, wages, advancement, assigned duties or any other condition of employment based on race, color, religion, sex, pregnancy, national origin, age disability, veteran status, protected activity, or any other protected class prohibited by law;
- B. Making offensive, derogatory, inappropriate or abusive statements, comments, slurs, or gestures relating to a person's race, color, sex, pregnancy, religion, national origin, age, disability, veteran status, protected activity, or any other protected class prohibited by law;
- C. Engaging in any other verbal or non-verbal behavior of an offensive, derogatory, inappropriate or abusive nature, because of a person's race, color, sex, pregnancy, religion, national origin, age, disability, veteran status, protected activity, or any other protected class prohibited by law;
- D. Interfering with work performance or creating an offensive or intimidation working environment because of a person's race, color, sex, pregnancy, religion, national origin, creed, age, disability, veteran status, protected activity or any other basis prohibited by law;
- E. Engaging in unwelcome flirtation, requesting sexual favors, making sexual advances or propositions, spreading sexual rumor, and other verbal or physical conduct of a sexual nature;
- F. Displaying sexual suggestive or sexually explicit pictures, greeting cards, books, drawings, photographs, magazines, websites, cartoons, or objects.
- G. Circulation e-mails, jokes, or other materials that reasonably could be viewed as offensive by any member of the workforce;

- H. Conditioning a person's employment evaluation, wages, advancement, assigned, duties, or any other condition of employment upon their admission to, or tolerance of, sexual advances or derogatory, inappropriate, or abusive conduct; and/or
- I. Engaging in persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship

If an individual is engaging in conduct that you believe is offensive, abusive, threatening or otherwise inappropriate, please follow the reporting procedure below, and even if you are not sure the objectionable conduct is violation of our policy.

Other Grievable, Illegal or Unethical Conduct Prohibited:

We are committed to the highest regard for law and ethics, illegal or unethical conduct will not be tolerated. It is a violation of our policy for any person to ask you to engage in grievable, illegal or unethical conduct or to take adverse action against you because you have refused to commit an illegal or unethical act. If you have any knowledge of illegal or unethical conduct related to the workplace, or if you have been asked to commit what you reasonably believe to be an illegal or unethical act, then it is your obligation to follow the reporting procedures outlined below. If you are unsure whether certain conduct is illegal or unethical, please report the matter so that we have the opportunity to ensure no illegal or unethical conduct occurs in our workplace.

Individuals and Conduct Covered:

Our policy applies to all applicants, employees and other workers. The prohibited conduct applies to all persons, including but not limited to supervisors, managers, co-workers, or non-employees, such as vendors, consultants, clients, or customers. Conduct prohibited by these policies 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.

Retaliation is Prohibited:

Retaliation against any individual who, in good faith, makes a grievance, complaint or report under our policy, participates in an investigation of complaint under this policy, or who otherwise acts to enforce or uphold this policy is prohibited. Retaliation is a serious manner, and persons engaging in retaliatory conduct will be subject to appropriate disciplinary actions, up to, and including termination. If you feel you are being retaliated against, please inform a supervisor or the Director of Human Resources at your earliest convenience. We cannot take action to stop such behavior if we do not know about it.

Reporting Procedure:

You are required to promptly report all incidents of discrimination, harassment, retaliation, abusive behavior and other illegal and/or unethical conduct, regardless of the offender's identity or position. If you believe you have experienced or witnessed behavior that violates this policy, or if you wish to submit a grievance of any kind, regardless of whether the behavior was directed at you, immediately report the incident(s) to the appropriate department directors or the Director of Human Resources. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination, harassment, or retaliation. If you do not know whether a specific conduct, which you find personally objectionable, is a violation of our policy, please report

the matter so that we have an opportunity to ensure no unlawful or unethical activity occurs in our workplace. We consider this your obligation, just as it our obligation to promptly investigate complaints under this policy. This reporting and investigating procedure does not extend any period that you have under the law to file a complaint with the Equal Employment Opportunity Commission or other federal and state agencies; which time period may be as short as 180 days after the prohibited conduct occurs.

The Investigation:

Designated individuals will promptly investigate all complaints of violations of our policy. During the investigation, any employee may be suspended, with or without pay, pending the results of the investigation. The investigation may include interviews with parties involved and, where necessary, with individuals who may have observed the alleged conduct or who may have other relevant information. Every employee must cooperate fully during the investigation. The accused will be made aware of the allegations and be given the opportunity to respond to the accusations made against them. We will maintain confidentiality throughout the investigation process to the extent possible and to the extent consistent with our duty to prevent and correct harassment, discrimination, retaliation, and/or other unlawful conduct. The results of the investigation will be forwarded to the Executive Director within a reasonable time.

Responsive Action and Appeal:

If a violation of our policy has occurred, we will take prompt and appropriate corrective action to initiate corrective action, which may include disciplinary action, such as a warning, reprimand, demotion, reduction of wages, suspension or discharge of the accused, and/or other corrective actions, such as training, counseling, monitoring of the situation to ensure the problem stops and/or no retaliation has occurred, reinstatement of the victim, and/or correction of any other employment actions improperly taken as a result of a violation of this policy. The corrective action taken will be designed to stop the harassment or discrimination, retaliation, and/or other unlawful conduct, correct its effects on the victim, and ensure that it does not occur again. The resulting decision shall be made by the Executive Director. The decision of the Executive Director is final.

Questions and Application of Policy:

If you have any questions or concerns about our policies, or if you desire guidance as to whether particular conduct is prohibited by our policy, please contact the Director of Human Resources. These policies should not, and may not, be used as a basis for excluding or separating individuals, based on a protected characteristic, from participating in business activities or work-related social activities or discussions in order to avoid allegations or harassment. The law and our policy prohibit disparate treatment on the basis of any of the protected characteristics listed above, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further this policy, not to form the basis of an exception to them.