



PLAQUEMINES PORT: Sexual Harassment and Anti-Harassment Policy
Policy Category:
Subject:
Office Responsible for Review of this Policy:
Procedures:
Related Port Policies:

I. SCOPE.

This policy addresses the process for ensuring all employees can enjoy a work environment free from all forms of harassment, including sexual harassment, at Plaquemines Port Harbor & Terminal District (the “Port”). It applies to all Port departments, directors, and employees. All public and elected officials are required to receive a minimum of one (1) hour of education and training on preventing harassment annually.

II. POLICY STATEMENT.

Harassment, whether sexual or otherwise, is strictly prohibited at the Port. Sexual harassment, as defined by the Equal Employment Opportunity Commission, includes unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

- Makes submission to such conduct a condition of employment,
- Uses submission to or rejection of such conduct as the basis for employment decisions, or
- Creates an intimidating, hostile, or offensive work environment.
- PPHTD prohibits retaliation against employees for reporting harassment. However, false complaints will result in disciplinary action.

All employees must comply with this policy, reporting harassment promptly to their supervisor, department head, or the Port Director of Administration. Supervisors are responsible for discussing the policy, investigating complaints, and taking appropriate

action. The Director of Administration reviews investigations and ensures proper measures are taken.

III. DEFINITIONS.

- **Harassment** - Any unwelcome conduct that creates an intimidating, hostile, or offensive work environment.
- **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- **Supervisor** - Individual responsible for overseeing employees and their work.
- **Port Director of Administration** - Officer overseeing investigations and ensuring policy compliance.

IV. POLICY.

Enforcement of this policy aims to create a harassment-free workplace conducive to productivity, prohibiting all forms of harassment, including sexual and workplace harassment. The policy ensures:

Supervisors refrain from engaging in or allowing harassment, with violations leading to disciplinary action, including termination. Allegations must be reported to the Port Director of Administration.

Employees conduct themselves courteously and report harassment promptly, maintaining confidentiality during investigations.

The Port Director of Administration oversees thorough and impartial investigations, advising on grievance procedures if necessary.

Confidentiality and Prohibition against Retaliation:

Efforts will be made to maintain confidentiality during investigations, and retaliation against employees for reporting harassment is strictly prohibited, with false complaints resulting in disciplinary action.

Annual Training and Reporting:

All public and elected officials are required to receive a minimum of one (1) hour of education and training on preventing sexual harassment annually.

Director of Administration will complete the mandatory Sexual Harassment Reporting Form annually for the Year End Audit.

V. EFFECTIVE DATE(S)

This Policy was effective May 3, 2024.

VI. SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the appropriate officer before it is considered approved.



Sexual Harassment Mandatory Reporting
Louisiana RS 42:344
2023

Number of Port Employees	
Number of Completed Mandatory Sexual Harassment Training	
Number of SH Complaints Received	
Complaints resulting in a Finding	
Complaints resulting in Disciplinary Action	
Amount of Time to Resolve	
Additional Notes	

Report Date: _____

Completed By: _____

Title: _____

