

HARASSMENT POLICY

I. Policy Statement:

The Abbeville Harbor & Terminal District (AHTD) is committed to providing a work environment free of harassment. Harassment, in any form, including but not limited to sexual, racial, or bullying, is unacceptable and will not be tolerated.

II. Scope:

This policy applies to all employees, contractors, vendors, and visitors within the AHTD premises and operations(onsite).

III. Definitions:

Harassment: Unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying: Repeated, health harming mistreatment of an employee by one or more employees; abusive conduct that is: threatening, humiliating, or intimidating, work sabotage, or verbal abuse.

IV. Reporting Procedures:

Employees who believe they have been harassed should report the incident(s) as soon as possible. This can be done through:

- A. Directly contacting their supervisor or department head.
- B. Filing a complaint with the Human Resources Department.
- C. Utilizing any AHTD designated hotline 225-342-696 or Louisiana Commission on Human Rights
- D. Anonymous reports can be made, but they may limit AHTD's ability to investigate or take action.

V. Investigation Process:

Upon receiving a report, AHTD will promptly and thoroughly investigate the matter, maintaining confidentiality to the extent possible. The investigation process may involve interviews with the involved parties and any witnesses. An independent 3rd party will be chosen to investigate claims.

VI. Consequences:

If an investigation determines that harassment has occurred, AHTD will take appropriate corrective action, which may include discipline, up to and including termination of employment, and/or legal action.

VII. Protection Against Retaliation:

AHTD prohibits retaliation against anyone who reports harassment or participates in an investigation. Any form of retaliation will result in disciplinary action, up to and including termination of employment.

VIII. Policy Communication & Certificates of Harassment Training:

This policy will be communicated to all employees and incorporated into employee orientation and training programs. Every fiscal year an employee shall complete training and provide management with a certificate of completion. Online or in person courses are permitted.

IX. Policy Review and Modification:

This policy will be reviewed annually and updated as necessary to ensure it meets the needs of AHTD and complies with applicable laws and regulations.

X. Annual Report of Findings:

An annual report detailing the findings related to harassment within the Abbeville Harbor & Terminal District will be prepared and presented each year. In instances where no incidents of harassment have been reported or identified during the annual review period, a formal report stating that there were no findings or reports of harassment will be compiled. This document shall be duly presented for acknowledgment and will be signed by the designated authority to affirm its accuracy and the integrity of the review process.