

**SOUTHEAST WATERWORKS  
DISTRICT 2  
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**SEXUAL HARASSMENT POLICY**

Southeast Waterworks District 2 prohibits sexual harassment of its employees by any other employee or other person. All employees must conduct themselves in a professional and respectful manner at all times and to not engage in any conduct or communications which could be constructed as offensive to others.

Sexual harassment includes unwelcome verbal or physical conduct towards another that is sexually offensive, vulgar, derogatory, or suggestive to an unwilling party. It can include vulgar jokes, suggestive comments, inappropriate touching and other similar behavior which is unwelcome by the other party or parties.

In order to avoid potential problems or misunderstandings in this area, employees are asked to conduct themselves in a professional and respectful manner at all times and those who find the conduct of others offensive should immediately make it clear to the offending person that they find the conduct offensive.

Sexual harassment includes any sexual offensive conduct based on sex regardless of whether such conduct is engaged in by a male towards a female, female towards a male, or between persons of the same sex.

Any employee who feels that he or she has been subjected to sexual harassment in violation of this policy should immediately and confidentially report it to any one of the following: General Manager or Board President. Incidents of alleged sexual harassment will be promptly investigated as confidentially as possible and appropriate action will be taken. If management is not informed, it cannot address prohibited conduct.

If the Water District determines that a violation of this policy has occurred, appropriate action will be taken up to and including termination of employment. If the harassment is being engaged in by someone other than an employee, the Water District will attempt to take appropriate action to remedy the problem.

The Water District prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

No employee, regardless of job title and position, has the authority to condition or base any employment action on another employee's participation in sexual conduct or behavior.

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**“This institution is an equal opportunity provider and employer.”**

