

# Catahoula Parish Clerk of Court

## Sexual Harassment Policy

*Addendum to the Employee Manual – both full time and part time*

The Catahoula Parish Clerk of Court's office will not tolerate Sexual Harassment by or to employees of this office.

Examples of this behavior are as follows:

- Unwelcome sexual advances
- Request for sexual favors
- Verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment

Complaint or grievance process is as follows:

- Any employee, whether full or part time shall have the freedom to make a complaint
- Make your complaint to the Clerk of Court or the Chief Deputy
- All actions taken on the complaint shall be documented
- There will be immediate and appropriate action when a complaint of sexual harassment is received.

***There will be no prohibition against retaliation against an individual for:  
Filing a complaint or Testifying or participating in any way in an investigation or  
other proceeding involving a complaint of sexual harassment***

Every employee of the Catahoula Parish Clerk's office shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his public employment.

There are state and federal laws prohibiting sexual harassment. Please do not hesitate to come forward if you feel threatened in any way.

Larisa Field  
Catahoula Parish Clerk of Court  
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