Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION	POLICY NO. 34		
SUBJECT:	**HARASSMENT and VIOLENCE-FREE WORKPLACE**		
Review Dates:	11/20		
Approval:		Date:	12/16/20
	Kevin Brady, Human Resources Director		
Approval:		Date:	12/17/2020
	E. Keith Cunningham, Jr., Executive Director		

SUMMARY OF CHANGES		
Date	**Author**	**Change Description**
11/20	K. Brady	• Changes in grammar and punctuation. • Formatted to new policy template. • Omitted gender specific pronouns. • Combined with Policy 33 Workplace Harassment.

I. Policy.

Employees are the State of Louisiana's most valuable resource. The safety and security of employees takes priority above all else. The Louisiana Housing Corporation (LHC) prohibits harassment and violence towards its employees, regardless of reason. This policy defines harassment and workplace violence and outlines the procedures for reporting incidents. Employees shall be protected against retaliation from making a complaint and/ or taking part in an investigation in relation to this policy.

II. Applicability.

This policy shall be applicable to all LHC employees, clients, Board Members, customers, visitors, and other persons who come into contact with LHC employees in the course of performing their job responsibilities.

III. Definitions.

1. Credible Threat of Violence: A statement or action that causes a reasonable person to fear for his personal safety or that of another.

2. Dangerous weapon: Firearms, knives, explosive devices and any gas, liquid or other substance which, in the manner used, may or is likely to produce bodily harm or death.

3. Harassment: Conduct that creates an intimidating, hostile, or offensive work environment. This can include spreading false or malicious information or rumors; threatening, intimidating, or coercing another employee; and intimidation through direct or veiled threats.

    a. Verbal: unwelcome name calling, obscene or other abusive language, epithets, slurs, negative stereotyping.
    b. Written: pictures, signs, posters, emails, books, magazines.
    c. Physical: obscene gestures, invading another's space, abusive movements, fist shaking, throwing objects, physical contact.

4. Violence: Fighting or behavior of any type, which is unprofessional, inappropriate, disturbing, abusive, or injurious to employees or others on agency premises. This behavior can include pushing, shoving, slapping, hitting, punching, or other physical action, made with or without the use of a dangerous weapon, which endangers or threatens to endanger the safety of any individual in the workplace.

IV. Procedure.

Any harassment, perceived harassment, violence, and perceived violence is unwelcome and will not be tolerated at the LHC. Employees are prohibited from possessing a dangerous weapon on LHC premises and making any statement or engaging in any behavior that constitutes an act of violence or credible threat of violence.

1. All complaints regarding harassment, credible threats of violence, and acts of violence must be immediately reported to supervisory personnel, the Human Resources Director, or the Executive Director. An employee victimized by conduct believed to constitute harassment in violation of this policy has a right and a duty to immediately report any such conduct.

2. Supervisory personnel, will in turn, immediately notify the Human Resources Director.

3. All acts of violence and credible threats of violence will be viewed seriously and immediately investigated by Human Resources. Employees are required to cooperate in the investigative process.

4. The Corporation prohibits retaliation or reprisal towards any employee who has made a good faith complaint of conduct believed to be violating this policy. Retaliation towards an employee reporting harassment, an act of violence, or credible threat of violence is strictly prohibited. Employees participating as witnesses in the investigative process will likewise be protected from retaliation.

5. Due consideration will be afforded employees experiencing an act of violence or credible threat of violence. Where appropriate, employees will be afforded confidential referrals to counseling and assistance in filing worker's compensation claims.

6. Any employee found to have engaged in harassment or violence in violation of this policy will be appropriately disciplined in accordance with the Civil Service Rules, up to and including termination.

7. The Executive Director will determine whether a reported act of violence or credible threat of violence will be reported by the agency to law enforcement authorities. The victim of any such behavior; however, also has the right to notify law enforcement authorities.

V. Questions.

Questions regarding this policy should be directed to Human Resources.