**SECTION 1.8 SEXUAL HARASSMENT**

The policy of the City of St. Gabriel is that no person shall threaten or insinuate that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement opportunities, assigned duties, or any other conditions or terms of employment. No individual’s employment will be conditioned on his or her agreement to submit to sexual advances.

Other sexual harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is also prohibited. Such conduct includes but is not limited to:

* Unwelcomed sexual flirtations, touching, advances or propositions
* Verbal abuse of a sexual nature
* Graphic or suggestive comments about an individual’s attire or physical appearance
* Sexually degrading words to describe an individual
* The display in the workplace of sexually suggestive objects or pictures, including nude or semi-nude photographs, pictures and drawings
* Unreasonable interference with an employee’s work performance or creating an otherwise offensive work environment based on a person’s sex or gender
* Other similar offensive conduct or behavior.

An employee who feels he or she has been discriminated against on the basis of sex or gender, or has been sexually harassed, must immediately report the incident to his or her supervisor. If the complaint is against the supervisor, or if the employee feels uncomfortable going to the supervisor with the complaint, or if the supervisor fails to take immediate action to remedy the situation, the employee should contact the Mayor directly. If the complaint is against the Mayor, the employee should contact the City Council. An employee who believes he or she has witnessed behavior that violates this policy must also report the incident by following the procedures listed above.

All complaints will be investigated. All actions taken to resolve any complaint of sexual harassment will be kept confidential to every extent possible. No employee who makes a good faith complaint of sexual harassment will have the terms and conditions of his or her employment adversely affected due to filing such complaint.

Upon completion of the investigation, any supervisor or other employee who is found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination of employment.