



Prevention of Sexual Harassment

The Jefferson Davis Parish Library System is firmly committed to maintaining a cooperative environment free of inappropriate conduct, including offensive verbal and written communication of a sexual nature. Any intentional sexual harassment is considered to be a major violation of library policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation. Such conduct, when experienced or observed, should be reported to the Director. The Director will conduct an investigation and will be required to report the findings to the Library Board of Control. The privacy of the employee under investigation shall be respected at all times.

All employees and board members are required to complete their respective mandatory sexual harassment training annually including:

- Preventing Sexual harassment
- Preventing Sexual Harassment for Supervisors

The Director completes the Sexual Harassment Report annually on or before February 1.