

## The City Court of Hammond – Policy Prohibiting Sexual Harassment

The City Court of Hammond strictly prohibits unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature that constitutes 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 and shall not be tolerated.

Examples of sexual harassment include, but are not limited to the following: humor of a sexual nature, chauvinistic comments or behavior, inappropriate touching or physical attention, inappropriate suggestive or implied attention, unwanted inappropriate communication of any type (written, email, texted, social media, phone, and etc.).

If an employee believes that they have been sexually harassed, that employee should report the behavior to the Clerk of Court, Court Administrator, or Chief Financial Officer/Human Resource Officer. The complainant shall provide a written account of the complaint. The complainant shall be interviewed, as well as the offender, regarding the complaint. If the Court believes that the offender's behavior has risen to a level of sexual harassment, the offender shall be notified in writing of the finding and a written report of the findings shall be delivered to the presiding Judge of the City Court of Hammond. A written report of findings of sexual harassment at City Court of Hammond shall be placed in the offenders personnel file after review by the presiding judge of City Court of Hammond. Only the Judge shall take punitive measures with employees who have been found to be involved in sexual harassment.

There shall be no toleration of retaliation made against a complainant by the offender or any other employee of City Court of Hammond.

Employees of City Court of Hammond shall be informed of City Court of Hammond sexual harassment policy and applicable federal and state laws on sexual harassment. All employees of City Court of Hammond shall receive at least one hour of annual training on sexual harassment. Clerk of Court, Court Administrator, and the Chief Financial Officer/Human Resource Officer shall be required to attain additional education annually on accepting and investigating sexual harassment complaints. Each employee's record of compliance with the policy shall be available to the public in accordance with the Public Records Law. The City Court of Hammond's policy on sexual harassment shall be posted on City Court of Hammond's website.

The City Court of Hammond's Clerk of Court (as applicable by law) shall compile an annual report by February first of each year containing information from the previous calendar year regarding the Court's compliance with the requirements of this policy including the number and percentage of public servants who have completed the training requirements, the number of sexual harassment complaints received, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law, and be reported to the Chief Justice of the Supreme Court.