



TOWN OF VIVIAN

112 W. Alabama • P.O. Box 832
Vivian, Louisiana 71082

SEXUAL HARASSMENT POLICY

It is the policy of the town of Vivian to prohibit any kind of sexual, racial, disability, age-based or religious harassment of employees and applicants. Positive action shall be taken to ensure that all members of management, supervisory personnel, and employees comply with the effort to make our work environment free from harassment.

ENFORCEMENT TRAINING

Immediate and appropriate corrective action will be taken by management with respect to any violations of this policy.

Depending on the circumstances, violations of this policy may warrant discipline, up to and including discharge.

EMPLOYEE TRAINING

Sexual harassment training is conducted once a year, usually on Christmas Eve, for employees utilizing on-line, video, training provided by Louisiana Municipal Association. All training is conducted in classroom style environment with ALL employees signing in.

REPORTS

The Sexual Harassment Mandatory Annual Report is completed by February 1st of each year and placed in the HR file cabinet in the Clerk's office.