

D. EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Similar provisions under Louisiana state law can be found under Louisiana Revised Statutes Title 23, Chapter 3-a (La.R.S. 42:342B.(5)).

It is the policy of the Greater Lafourche Port Commission (GLPC) to provide equal employment opportunity to all employees and applicants for employment and provide services to the general public, customers and other non-employees without regard to race, color, religion, sex, age, national origin, physical or mental disability or status as a Vietnam Veteran in accordance with federal, state, and local laws. This policy applies to, but is not limited to hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, and training.

Additionally, the GLPC complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for the GLPC to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

To File a Complaint

If you think that the GLPC has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with:

Ashley Hebert, Human Resources Coordinator, GLPC

U.S. Mail: 16829 East Main St.
Cut Off, LA 70345
Phone: 985-632-6701
Fax: 985-632-6703
E-Mail: glpc@portfourchon.com

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Compliance Branch

E-Mail: CRCLCompliance@hq.dhs.gov (fastest way to submit your complaint)
Fax: 202-401-4708
U.S. Mail: Stop #0190
2707 Martin Luther King, Jr. Ave., SE
Washington, D.C. 20528

Complaints of discrimination should include the bases for the complaint, to include race, color, national origin (including language), disability, sex, age or religion (as applicable). Complaints of discrimination shall be filed within 180 days of the date of alleged discrimination. Persons with disabilities or limited English proficiency may contact Ashley Hebert, Human Resources Coordinator, GLPC by mail, fax or email at the contact information provided above for accommodations on completing the complaint filing process.

For additional information: www.dhs.gov/crcl

Phone: 202-401-1474

Toll Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

The GLPC

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Ashley Hebert, Human Resources Coordinator, GLPC

U.S. Mail: 16829 East Main St.
Cut Off, LA 70345

Phone: 985-632-6701

Fax: 985-632-6703

E-Mail: glpc@portfourchon.com

Copies of this policy shall be displayed in a prominent location in the GLPC Administration Office and on the GLPC website at www.portfourchon.com.

Chett C. Chiasson, Executive Director of the GLPC shall be responsible for overseeing and coordinating the process of reviewing and resolving any complaints of discrimination under its programs, services or activities. Email and/or written notification of receipt of a complaint of discrimination shall be provided to the person submitting the complaint.

The complaint review and resolution process shall be as follows:

Step One

1. Within five calendar days of receipt of a complaint of discrimination, the complaint shall be presented to the GLPC Executive Director.
2. The Executive Director shall prepare a written decision/response within 21 days of his receipt of the complaint of discrimination.

3. The response of the Executive Director shall be provided to the person filing the complaint with a copy retained by the GLPC Human Resources Coordinator.
4. If the written response from the Executive Director is not satisfactory to the person filing the complaint or the written response is not received within the required period, the person filing the complaint may within 7 days from receipt of the Executive Director's response, demand that the Executive Director present the original complaint, with a copy of the response of the Executive Director, to the Chairman of the Executive Committee of the Board of Commissioners at the date of the next committee meetings of the Board.
5. Within forty-five (45) days from receipt of the complaint, the Executive Committee shall meet to discuss the substance of the complaint and provide the person filing the complaint with a reasonable opportunity to be heard at a public meeting and either take the matter under advisement or render a decision regarding the complaint at that time.
6. In no event shall a decision of the Executive Committee not be rendered within ten (10) days of the meeting at which the matter was discussed and the person filing the complaint to be provided with reasonable opportunity to be heard.

Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial assistance to take reasonable steps to make their programs, services, and activities accessible by eligible persons with limited English proficiency. The GLPC will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in its federally-funded services, activities, programs and other benefits. The policy of the GLPC is to ensure meaningful communication with LEP persons involving its federally-funded services and projects. All interpreters, translators or other aids needed to comply with this policy shall be provided without cost to the person being served and any suspected persons with LEP will be informed of the availability of such assistance free of charge.

The GLPC will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I Speak Cards," available online at www.lep.gov) or posters to determine the language. Language assistance will be provided through use of computer-based translation applications or, if insufficient, arrangements will be made for a translation service or telephonic interpretation service. GLPC shall contact an outside interpreter if computer-based translation applications are insufficient.

Based on the 2020 U.S. Census, 11.1% of persons over the age of 5 years old in Lafourche Parish, Louisiana have a language other than English spoken at home.

Service Area: 10th Ward of Lafourche Parish, State of Louisiana

Languages Spoken by LEP Populations: Spanish, Vietnamese, Chinese

Languages Encountered Most Frequently at Points of contact; Call Center, reception, documenting a grievance, public meetings, filling out paperwork, lease applications: Spanish and Vietnamese

All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter. The GLPC will conduct a regular review of the language access needs of its staff, as well as update and monitor the implementation of this policy and these procedures, as necessary.

The GLPC will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted in a prominent location within the GLPC Administrative Office.

From time to time, the GLPC will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the GLPC will regularly assess the efficacy of this policy, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance and complaints filed by LEP persons.

SEXUAL HARASSMENT

In support of this policy, the GLPC prohibits any form of employee harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute 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 (La.R.S. 42:342B.(1)). The GLPC considers all of the foregoing as inappropriate conduct (La.R.S. 42:342B.(2)).

Some examples of such inappropriate conduct are

1. Verbal harassment, such as forcefully criticizing, insulting or denouncing another individual.
2. Physical harassment, such as assault or physical interference with normal work or movement when directed at any individual.

3. Sexual harassment, such as making unwelcomed sexual advances or requests for sexual favors; determining an employment decision on the submission or rejection of sexual conduct or sexual favors; creating an offensive or hostile working environment resulting from such conduct.
4. Retaliation for having reported or threatened to report harassment.

If an employee believes he has experienced any job-related harassment, he may file a complaint by following the GLPC's Grievance Resolution Procedure (La.R.S. 42:342B.(3)).

Retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment is strictly prohibited (La.R.S. 42:342B.(4)).

Employees and Commissioners shall annually complete the education and training on sexual harassment required under La.R.S. 42:343 and submit a completion certificate to the Human Resources Analyst each calendar year.

**GREATER LAFOURCHE PORT COMMISSION SEXUAL HARASSMENT
POLICY ATTEST FORM**

I _____ do hereby attest and affirm that I have fully read and understand the provisions of the Greater Lafourche Port Commission’s Equal Opportunity Employment and Harassment Policy and the Greater Lafourche Port Commission’s Employee Grievance Resolution Procedure.

Signed _____ Date _____