

## ADMINISTRATIVE DIRECTIVE

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### 2.1.3 HARASSMENT

#### A. Definition

Harassment is conduct that creates a hostile or threatening work environment. It can include age, sex, race, color, religion, marital status, veteran status, national origin, or mental or physical handicap. It has the effect of offending employees and hindering their work performance. No one should be expected to tolerate harassment in the workplace.

Harassment can occur as a single act or as action over a period of time. Harassment is a broad range of physical or verbal behavior. Some examples follow:

- Physical or mental abuse
- Insults about age or race
- Ethnic jokes
- Religious slurs
- Taunting that provokes an employee
- Ostracizing or excluding an employee
- Imposing special work burdens

One specific kind of harassment is sexual harassment (see Administrative Directive 2.1.1). Rudeness or impolite behavior directed against any staff member or employee, although not acceptable, is not covered in this policy.

#### B. Policy

LSUHSC-S strictly prohibits any form of harassment.

Employees should make every effort to resolve any issues of harassment when they occur. A neutral party will assist. Management shall attempt to resolve such issues. If any issue cannot be resolved, these procedures will be followed:

#### C. Procedures

1. Complaints may be made by a witness or a victim of harassment by an employee. First, the complaint may be made verbally. A written statement



should follow as soon as possible. Information should be submitted as soon as possible. Information should contain:

- Date and time of incident
  - Location of act
  - Name of alleged who began the harassment
  - A factual, unbiased description of the conduct
  - Names of witnesses to the incident
  - What results are being sought
2. Complaints alleging harassment shall be submitted by the victim or his/her supervisor to the Manager of Employee Relations in Human Resource Management.
  3. (a) The Manager of Employee Relations shall conduct a confidential investigation. Information and recommendations on the incident will be given to the proper management of the person charged with harassment.  
  
(b) If the individual is on faculty, medical staff or a house officer, the information and recommendations shall be given to a review committee. The Committee shall be the Chair of the Department, the Chancellor/Dean of the Medical School and a Hospital Administrator or their designee.
  4. If it is found that harassment did occur, action ranging from a letter of reprimand to termination of employment will be applied.