



ST. BERNARD PARISH SHERIFF'S OFFICE  
CODE OF CONDUCT  
EFFECTIVE DATE: June 1, 2014

## HARASSMENT IN THE WORKPLACE

Members shall not engage in any verbal or physical conduct that constitutes racial, ethnic, gender or sexual harassment or abuse of authority. Each employee has a responsibility to maintain the workplace free of any form of conduct which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

Prohibited conduct includes:

1. Threaten or insinuate, either explicitly or implicitly, that an employee should submit to sexual advances or that refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career advancement.
2. Sexual flirtations, touching, advances or propositions.
3. Verbal abuse of a sexual, ethnic or racial nature.
4. Graphic or suggestive comments about an individual's dress, body, ethnicity or race.
5. Sexually degrading words to describe an individual.

**NOTE: THIS IS A CONFIDENTIAL DOCUMENT AND ITS CONTENTS ARE NOT TO BE DISSEMINATED OUTSIDE OF THE SBSO WITHOUT THE CONSENT AND APPROVAL OF THE SHERIFF.**



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**REPORTING**

Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment, has a responsibility to report or complain immediately to their supervisor, or any other supervisor, if the complaint involves his/her supervisor, or to the Internal Affairs Division. All employees are assured there will be no retaliation for filing a complaint or acting as a witness. All complaints of harassment in the workplace shall be forwarded immediately to the Internal Affairs Division.

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