**Anti-Harassment Policy**

(A) **All Unlawful Harassment Prohibited**

CHENNAULT INTERNATIONAL AIRPORT AUTHORITY (“CHENNAULT”) strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons because of race, religion, creed, national origin, ancestry, sex, gender, age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

(B) **Sexual Harassment**

All CHENNAULT employees, other workers, and visitors are prohibited from harassing employees and other covered persons based on that individual’s sex or gender.

Sexual harassment means any harassment based on someone’s sex or gender. It includes harassment that is not sexual in nature, as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

CHENNAULT will not tolerate any form of sexual harassment, regardless of whether it is:

1. Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
2. Physical (for example, assault or inappropriate physical contact).
3. Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).
4. Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated. Harassment is prohibited both at the workplace and at employer-sponsored events.

1. **Other Types of Harassment**

CHENNAULT’s anti-harassment policy applies equally to harassment based on an employee’s race, religion, creed, national origin, ancestry, age, physical or mental disability, citizenship, genetic information, past, present or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

1. Verbal, Physical, Visual, Online

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Harassment is prohibited both at the workplace and at employer-sponsored events.

1. **Prevention of Harassment**

The effectiveness of our efforts to prevent harassment is enforcement of the policy itself, and depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they have an obligation to report it **IMMEDIATELY** to the persons set forth below. If employees do not report harassing conduct, CHENNAULT may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action. Once a complaint is made, CHENNAULT will conduct a prompt, impartial, and thorough investigation.

Further, if any employee feels that he/she may have said something or did anything inappropriate, he/she also has an obligation to report the incident **IMMEDIATELY** so that the matter can be investigated.

For any investigation, the procedures at Appendix 1 shall be follow (see Appendix 1).

Additionally, any manager or supervisor who observes harassing conduct, or has been told of harassing conduct, has an obligation to report the conduct **IMMEDIATELY** to CHENNAULT so that an investigation can be made and corrective action taken, if appropriate.

1. **Reporting Procedure**

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. CHENNAULT will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

You can report any incident to your immediate Supervisor and/or the Executive Director at CHENNAULT. However, if you feel uncomfortable in reporting to someone employed at CHENNAULT, you can directly contact Chennault Board of Commissioners Member, Denise Rau, at (337) 302-4370 or Julio Galan, CEO of Family and Youth Counseling Agency, at (337) 436-9533.

1. **No Retaliation**

No one will be subject to, and CHENNAULT prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

1. **Violations of This Policy**

Any employee, regardless of position or title, whom CHENNAULT determines has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

**APPENDIX 1**

**CHENNAULT AIRPORT INVESTIGATION PROCEDURE**

This procedure shall be used as a guide for Chennault Airport Authority staff when required to conduct an anti-harassment investigation

(1) Once a complaint is made, then a prompt, impartial, and thorough investigation shall take place. Timeliness is of importance in this matter. As such, from the point of initial notification of the complaint to the point of initiation of an investigation should take no longer than 48 hours.

(2) The person who receives the complaint will report it to the Airport Authority’s retained Legal Counsel who will inform the Executive Director and Board of Directors.

(3) The Executive Director will, as soon as practical, authorize an investigation to proceed with an impartial and experienced person in these matters. He/She will notify the board of commissioners of the impending investigation.

(4) Unless the impartial investigation implicates the Executive Director, the person assigned to lead the investigation will present their findings to the Executive Director. Otherwise, the report will be made to the Board of Commissioners President and Personnel Committee, via executive session.

(5) The Executive Director will decide the appropriate discipline and will report his decision to the Board.