

Chancellor's Memorandum
CM-49 – Sexual Harassment / Gender Discrimination

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

May 5, 2015

LSU Health Sciences Center in New Orleans (LSUHSC-NO) is committed to providing a professional work environment that maintains equality, dignity, and respect for all members of its community. In keeping with this commitment, LSUHSC-NO prohibits discriminatory practices, including sexual harassment. Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

Sexual harassment is illegal under federal, state and local laws. It is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with the individual's performance, or of creating an intimidating, hostile or offensive working environment.

Types of behavior that constitute sexual harassment may include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- Unnecessary touching, patting, pinching or attention to an individual's body;
- Physical assault;
- Unwanted sexual compliments, innuendo, suggestions or jokes;
- The display of sexually suggestive pictures or objects.

Any member of the LSUHSC-NO community, who has a workplace sexual harassment complaint against a supervisor, co-worker, visitor, faculty member, or other person, has the right and obligation to bring the problem to the attention of LSUHSC-NO. Any supervisor who witnesses such conduct or receives a complaint must report the incident to Department of Human Resource Management (HRM), Assistant Director of Employee Relations; an appropriate supervisor; or to those individuals designated in the following LSUHSC-NO publications: Faculty Handbook, Catalog/Bulletin, or Residents and Fellows Policies and Procedures.

A staff member, who believes he or she has been sexually harassed, should immediately report the incident to the Assistant Director Employee Relations of Human Resource Management (504/568-3916), the Director of Human Resource Management (504/568-3916), or to an appropriate supervisor. If the complaint involves someone in the staff member's direct line of supervision, the employee should inform another supervisor of the complaint. Any recipient of such a complaint should notify HRM.

The Department of Human Resource Management will be responsible for investigating complaints of sexual harassment occurring between staff members; complaints made by staff against students; and complaints made by staff against other third parties. HRM will either investigate or assist those responsible for investigating complaints made by or against faculty members; made by students; or made by residents, in accordance with the policy contained in the following applicable LSUHSC-NO publications: Faculty Handbook, Catalog/Bulletin, or Residents and Fellows Policies and Procedures.

Actions taken to investigate and resolve sexual harassment complaints will be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. An investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The individuals involved in the complaint will be notified of the results of the investigation.

There will be no discrimination or retaliation against any individual who makes a good faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint. There will be no discrimination or retaliation against any other individual who participates in the investigation of a sexual harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued.

LSUHSC-NO will make every reasonable effort to insure that all members of the LSUHSC-NO community are familiar with this policy. Questions or concerns regarding this policy should be directed to the Assistant Director Employee Relations or Director of Human Resource Management.

Signed: Larry H. Hollier, M.D., Chancellor