



Tangipahoa Parish Assessor's Office

Discrimination and Harassment Policy

1. Policy Statement

The **Tangipahoa Parish Assessor's Office** is committed to maintaining a workplace free from discrimination, harassment, and retaliation. We uphold a work environment where all employees are treated with dignity and respect, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other legally protected status.

This policy applies to all employees, supervisors, contractors, vendors, and visitors interacting with the Assessor's Office. **Any form of discrimination or harassment will not be tolerated.**

2. Prohibited Conduct

Discrimination and harassment may take many forms, including verbal, physical, visual, or digital misconduct. **Examples include, but are not limited to:**

A. Discrimination

- Unfair treatment in hiring, promotions, job assignments, or compensation based on a protected characteristic.
- Denial of opportunities, benefits, or workplace accommodations due to race, gender, age, disability, or other protected status.
- Unequal application of workplace policies.

B. Harassment

Harassment includes unwelcome conduct that creates an intimidating, hostile, or offensive work environment. Examples include:

- Derogatory comments, jokes, slurs, or stereotypes based on race, gender, or other protected characteristics.
- Unwanted physical contact, intimidation, or threats.
- Displaying offensive images, posters, or materials.
- Cyberbullying, inappropriate emails, or social media harassment.

3. Reporting Procedures

Employees who believe they have experienced or witnessed discrimination or harassment are encouraged to **report the incident promptly** through any of the following channels:

- **Tangipahoa Parish Chief Deputy Assessor** – Directly responsible for office operations and compliance.
- **Tangipahoa Parish Assessor** – Directly responsible for office operations and compliance.

Anonymous reports may be submitted, but anonymity may limit the ability to conduct a thorough investigation.

4. Investigation & Disciplinary Actions

Once a complaint is received, the **Tangipahoa Parish Assessor's Office** will:

1. **Promptly investigate** the claim in a neutral, fair, and confidential manner.
2. **Take corrective action** if misconduct is found, which may include:
 - Verbal or written warnings
 - Suspension, reassignment, or termination
 - Additional training or workplace adjustments
 - Legal or administrative action, if necessary

False or malicious complaints may also result in disciplinary action.

5. No Retaliation Policy

Employees who **report discrimination or harassment in good faith** are protected from retaliation. Any threats, intimidation, or adverse actions against complainants or witnesses will be treated as a **separate violation** of this policy.

6. Training & Compliance

- All employees must complete **annual training** on **harassment and discrimination prevention** in accordance with **Louisiana state law**.
- Supervisors and managers will receive **additional training** on their responsibilities to prevent, recognize, and address workplace harassment.

7. Contact Information for Assistance

For questions, to report an incident, or to seek guidance, employees may contact:

Tangipahoa Parish Assessor's Office
110 North Bay Street, Amite, LA 70422
(985) 748-7176

15475 West Club Deluxe Rd., Hammond, La 70403
985-345-6226

By enforcing this policy, we ensure a workplace where all employees feel safe, respected, and valued.