



Tangipahoa Parish Assessor's Office

Sexual Harassment Policy

1. Policy Statement

The **Tangipahoa Parish Assessor's Office** is committed to fostering a workplace that is professional, respectful, and free from sexual harassment. This policy applies to all employees, contractors, and visitors interacting with the Assessor's Office. Any form of sexual harassment will not be tolerated and will be subject to disciplinary action.

2. Definition of Sexual Harassment

Sexual harassment includes any **unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature** when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- Such conduct creates a hostile, intimidating, or offensive work environment.

Examples of Sexual Harassment:

- Unwanted physical contact, touching, or groping.
- Inappropriate or suggestive comments, jokes, or gestures.
- Display of sexually explicit materials, images, or messages in the workplace.
- Repeated unwelcome flirting, advances, or propositions.
- Retaliation against individuals who report harassment or participate in an investigation.

3. Reporting Procedures

Employees who believe they have been subjected to or have witnessed sexual harassment should report the incident **immediately** through one of the following channels:

- **Chief Financial Officer (CFO)**– Responsible for financial and administrative oversight.
- **Tangipahoa Parish Chief Deputy Assessor** – Directly responsible for office operations and compliance.
- **Tangipahoa Parish Assessor** – Directly responsible for office operations and compliance.

Reports should be made in writing whenever possible and will be treated **confidentially** to the extent permitted by law. Anonymous reports may be submitted but may limit the ability to conduct a thorough investigation.

4. Investigation & Disciplinary Actions

Upon receiving a report, the **Assessor's Office** will:

1. **Promptly investigate** the complaint in a fair and impartial manner.
2. **Maintain confidentiality** to the greatest extent possible.
3. **Take corrective action** if a violation is found, including but not limited to:
 - Verbal or written warnings
 - Suspension or termination
 - Mandatory training or counseling
 - Legal action, if warranted

If the complaint is found to be **false and malicious**, disciplinary action may also be taken against the complainant.

5. No Retaliation Policy

Employees who **report harassment in good faith** are protected from retaliation. Any form of intimidation, threats, or adverse employment actions against a complainant or witness will be treated as a separate violation of this policy and subject to **disciplinary action**.

6. Training & Compliance

- All employees of the **Tangipahoa Parish Assessor's Office** must complete **annual sexual harassment prevention training**, in accordance with **Louisiana Revised Statutes (R.S.) 42:341–345**.
- Supervisors and managers are required to receive **additional training** on their responsibility to prevent and address workplace harassment.

7. Contact Information for Assistance

For further guidance, to file a complaint, or to ask questions about this policy, 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 working together, we can maintain a professional and respectful work environment.