

**ST. TAMMANY PARISH ASSESSOR'S OFFICE**  
**Louis Fitzmorris, Assessor**

**Policy: SEXUAL HARASSMENT**

Policy #:

Effective Date: January 1, 2020

Approved by:



Louis Fitzmorris, Assessor

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All unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and shall not be tolerated.

Sexual harassment can be spoken words, pictures, photos, jokes, etc., of a sexual or other inappropriate nature, whether directed to another employee (of the same or opposite sex) or in the sight or vicinity of another employee, by a supervisor, coworker, volunteer, vendor, visitor or customer or any other individual in the workplace.

If an employee feels that (s)he has been subjected to any incident of sexual harassment by any supervisor, coworker, volunteer, vendor, visitor or customer or any other individual in the workplace, (s)he has the responsibility to bring the problem to the attention of her/his immediate supervisor, the Human Resources Department, the Chief Deputy Assessor or the Assessor. All complaints will be promptly investigated by the Human Resources Department and documented. Both the alleged harasser and the alleged victim will participate in the investigation, which may include providing interviews(s), providing written statement(s), etc. Anyone found to be engaging in sexual harassment, or falsely reporting sexual harassment, will be subjected to disciplinary action, up to and including termination of employment.

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*) and the Louisiana Anti-Discrimination Statute (La. Rev. Stat. § 23:332). The Assessor's Office acknowledges that employees have the right to pursue a sexual harassment claim under state or federal law, regardless of the outcome of any investigation conducted by the Assessor's Office.

The Assessor's Office maintains a clear prohibition against retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment.