



State of Louisiana

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DEPARTMENT OF CULTURE, RECREATION & TOURISM
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HUMAN RESOURCE MEMORANDUM NO. 01-005

January 11, 2001

TO: Lt. Governor, Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Workplace Harassment Policy

The Sexual Harassment Policy of CRT has long been in effect. It is published in the department's policy and procedure manual under OMF-PPM# HR-22 and was re-issued to all employees on February 7, 2000. New employees are given a copy of the policy and sign an acknowledgment that the policy is understood and a copy of the acknowledgment is placed in the employee's personnel file.

Workplace harassment of any sort is prohibited and the attached policy is an expansion of current policy. The Workplace Harassment Policy should be posted on all bulletin boards and employees should be reminded by supervisors and managers of its existence in addition to the detailed sexual harassment policy.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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