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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCE MEMORANDUM NO. 01-027

April 6, 2001

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: A Lunch & Learn Workshop - Workplace Violence
(Another in our series of informational meetings on health and safety)

Violence in the Workplace-The Calm Before the Storm

Corporal Riley Harbor, Baton Rouge Police Department

Tuesday, April 17, 2001

11:30 a.m. - 1:00 p.m.

Seminar Center, State Library

You are invited to a Lunch & Learn Workshop presented by Corporal Riley Harbor of the Baton Rouge Police Department, Community Resource Office. *According to the Bureau of Labor Statistics, homicide is the number two cause of death in the workplace; number one for women. Recent studies suggest that one out of every four employees was attacked, threatened or harassed at work in the last year.* Information presented in this workshop can teach you how to identify the different types of violence, their causes, how you can protect yourself and your co-workers, and why reporting workplace violence is extremely important.

We will plan to eat lunch at 11:30 and the presentation will begin at 12 noon. Employees can order a gourmet box lunch from AUnique Cuisine@or bring their own lunch. Those who wish to attend the presentation only should still register and arrive no later 12 noon.

This workshop will also serve as a safety meeting. Please complete the attached registration form and submit to the Human Resources Office no later than Monday, April 16, 2001. Those interested can also register on-line on AChannel Z.@

Attachment

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