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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 RESOURCES MEMORANDUM NO. 03-017

January 28, 2003

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** Workplace Harassment/Discrimination Policy Acknowledgments  
Action Required By February 7, 2003

In September, 2002, the revised AWorkplace Harassment/Discrimination@policy was issued by Human Resources Memorandum No. 02-081 (attached) and managers were advised to make copies of the policy and distribute to all employees. Signed policy acknowledgments were due October 4, 2002. To date, many offices have not complied with this directive.

The attached report lists the employees who have not acknowledged this policy. If necessary, copy and redistribute the policy to those employees listed and forward the acknowledgments to the Human Resources Office no later than February 7, 2003.

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

Attachments

Please Post and Circulate