

Sexual Harassment Policy

The Claiborne Parish Assessors Office is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the CPAO determines that an allegation of sexual harassment is credible, it will take prompt and appropriate action.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.

The CPAO responsibility under this policy.

If the CPAO receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed.

Employees' Rights and Responsibilities Under the Policy

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop. Employees are encouraged to report the unwelcome conduct as soon as possible to a responsible CPAO official.

Contact Information

CPAO official, the Assessor and/or his assigned person to handle such situations can be contacted by phone at 318-927-3022 or by email at assessorsoffice@claiborneassessor.org. Or other Office of Civil Rights at phone #202-647-9294 or 202-647-9295 or by email at socr_direct@state.gov.

All CPAO employees, including but not limited to staff, are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgement in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come in contact during official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.