

CLERK OF CIVIL DISTRICT COURT

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Chelsey Richard Napoleon
Clerk of Court and Ex-Officio Recorder

Sexual Harassment Policy

Sexual harassment is unlawful and will not be tolerated at the Clerk's office. Unwelcomed 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.

Prohibited Behavior

Behavior deemed inappropriate by the Clerk's office includes, **but is not limited to**, the following conduct:

1. Unwelcomed sexual flirtations, advances or propositions;
2. Unwelcomed request for sexual favors;
3. Unwelcomed sexual teasing, jokes, remarks, insults, innuendo or inquiries;
4. Unwelcomed physical contact (i.e. touching, rubbing, leaning over, pinching, invading another's space by leaning over, purposefully cornering, or blocking passage);
5. Unwelcomed sexual looks or gestures;
6. Verbal, written or physical abuse of a sexual nature;
7. Graphic verbal or sexual comments about an individual or to describe an individual's appearance;
8. Degrading words and demeaning or inappropriate terms (i.e. referring to a person as Babe, Honey, etc.);
9. Sexually insulting noises;
10. Using crude and offensive language;
11. Discussing sexual activities, or exploits;
12. Inappropriate commenting on a person's attributes; and/or
13. Displaying sexually suggestive objects, statements, graffiti, books, magazines, photographs, cartoons or pictures.
14. Unwelcomed repeated requests for dates or social engagement

Complaint and Grievance Process

The Clerk's office will take immediate and appropriate action upon receipt of a complaint of sexual harassment involving any public servant in the agency. A complaint of alleged sexual harassment by any employee, supervisor, vendor or other individual doing business with the Clerk's office who believes that he or she has experienced any type of sexual harassment, or who has any knowledge of such alleged behavior, is urged to immediately report that conduct to the Chief Deputy. If inappropriate to contact the Chief Deputy, the Clerk of Court should immediately be contacted.

The complaint will be investigated. Participation by the alleged sexual harasser and the alleged victim is required. Possible disciplinary action which may occur after the conclusion of the investigation, include counseling, verbal warning, written reprimand, suspension or termination. These actions may also be taken against a complainant, if it is determined that a claim of sexual harassment was intentionally false. All actions taken upon the complaint will be documented.

Retaliation Prohibited

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 is strictly prohibited by the Clerk's office.

Applicable Laws

This policy applies to all employees, supervisors, vendors and all other individuals doing business with the Clerk's office. The applicable federal law on sexual harassment is Section 703 of Title VII of the Civil Rights Act of 1964, as amended. The applicable Louisiana state laws on sexual harassment and sexual harassment prevention are found at the Louisiana Employment Discrimination Law (R.S. 23:301-303 and 332) and R.S. 42:341- 345. The complainant has the right pursue a claim under state or federal law, regardless of the outcome of the investigation.