

OFFICE OF THE MAYOR

EXECUTIVE ORDER HM 26-10

**WORPLACE STANDARDS FOR THE
EXECUTIVE BRANCH OF THE CITY OF NEW ORLEANS**

WHEREAS, Article IV, Section 4-101 of the Home Rule Charter of the City of New Orleans vests executive and administrative authority in the Mayor; and

WHEREAS, the Mayor is responsible for supervising executive departments, agencies, boards, and commissions subject to mayoral authority, including those administered through the Chief Administrative Officer; and

WHEREAS, the City of New Orleans is committed to a workplace where all employees can perform public service free from harassment, intimidation, and degrading treatment; and

WHEREAS, unprofessional, rude, or disrespectful conduct—whether repeated or severe—erodes morale, impairs performance, increases turnover, and undermines the delivery of City services; and

WHEREAS, the City has an obligation to maintain safe and respectful working conditions consistent with applicable federal and state law and City personnel policies;

NOW THEREFORE, I, HELENA MORENO, pursuant to the authority vested in me as the Mayor of the City of New Orleans by Section 4-206(3) of the New Orleans Home Rule Charter and other applicable law, **DO HEREBY ORDER AS FOLLOWS:**

1. **Purpose.** This Order establishes a Citywide standard for a harassment-free, respectful workplace and prohibits rude, abusive, or disrespectful conduct directed at City employees and individuals performing work on behalf of the City.
2. **Effective Date.** This Order shall become effective upon execution.
3. **Scope and Applicability.**
 - A. This Order applies to all executive branch departments, offices, boards, commissions, and agencies under the authority of the Mayor (“Executive Agencies”).
 - B. This Executive Order applies to:

1. All City employees in Executive Agencies, including appointed officials and unclassified employees;
2. All supervisors and managers;
3. Interns, volunteers, and temporary workers assigned to Executive Agencies; and
4. Contractors, vendors, and their personnel when interacting with City employees or performing work on behalf of the City, to the extent enforceable through contract terms and access rules.

C. Nothing in this Order shall:

1. Supersede the authority of the City Council;
2. Conflict with the Louisiana Code of Governmental Ethics;
3. Alter the jurisdiction of the New Orleans Civil Service Commission; or
4. Impair rights under collective bargaining agreements.

4. **Definitions.** When used in this Order, the following terms have the following meanings:

A. **Harassment** means unwelcome conduct based on a protected characteristic (including, but not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law) that (i) becomes a condition of employment, (ii) is used for employment decisions, or (iii) is sufficiently severe or pervasive to create an intimidating, hostile, or offensive working environment.

B. **Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature as recognized by applicable law and City policy.

C. **Abusive, rude, or disrespectful conduct** means unprofessional conduct directed at an employee that a reasonable person would find intimidating, humiliating, degrading, threatening, or disruptive to the workplace. Examples include:

1. Yelling, screaming, or persistent profanity directed at a person;
2. Insults, mocking, name-calling, slurs, or demeaning comments;
3. Threats of violence or threats to retaliate for protected reporting;
4. Intimidation, bullying, or repeated hostile outbursts;
5. Public humiliation, including berating an employee in meetings or in front of the public;
6. Deliberate sabotage of another's work, or knowingly spreading false allegations to harm reputation; and
7. Retaliatory shunning or exclusion that materially interferes with work or access to required information.

D. **Protected activity** includes reporting or participating in an investigation of misconduct; requesting a reasonable accommodation; or otherwise exercising rights under law or City policy.

E. **Retaliation** means any adverse action, intimidation, threat, or materially negative change in working conditions because a person engaged in protected activity.

5. Harassment-Free and Respectful Workplace Policy.

A. The City maintains zero tolerance for unlawful harassment, sexual harassment, and retaliation.

B. The City also requires a professional, respectful workplace. Abusive, rude, or disrespectful conduct toward City employees is prohibited, whether committed by supervisors, peers, subordinates, members of the public while on City property or interacting with City staff, or by vendors/contractors working for the City.

C. All City employees shall treat coworkers, subordinates, supervisors, and members of the public with professionalism and respect, even in high-stress circumstances.

6. Prohibited Conduct.

The following are prohibited in all Executive Agencies:

A. Harassment, sexual harassment, discrimination, and retaliation.

B. Abusive, rude, or disrespectful conduct.

C. Misuse of authority to intimidate, humiliate, or coerce an employee, including threats regarding job status, scheduling, assignments, evaluations, discipline, or access to overtime based on personal animus or in retaliation for protected activity.

D. Directing a subordinate or coworker to engage in prohibited conduct, or knowingly ignoring it.

E. Prohibited conduct does not include:

1. Legitimate performance management, corrective feedback, or discipline administered professionally and in accordance with policy.

2. Protected speech or protected rights of association, provided that the exercise of such rights shall not be permitted to excuse conduct that constitutes harassment, threats, intimidation, or workplace disruption as defined herein.

7. Duties of Supervisors and Managers.

A. Supervisors and managers have an affirmative duty to maintain a respectful workplace, to model appropriate conduct, and to intervene promptly when prohibited conduct is observed or reported.

B. Failure to take reasonable steps to address known or suspected prohibited conduct may constitute a violation of this Order and may result in discipline.

8. Reporting and Complaints.

A. The Chief Administrative Officer (“CAO”) is hereby directed to implement any and all policies necessary to facilitate the reporting and resolution of complaints for violations of this Order, including through the amendment of existing policies.

9. Investigations and Corrective Action.

A. Executive Agencies shall cooperate fully with investigations related to violations of this Order, including preserving documents, messages, recordings (where lawful), and other evidence.

B. Where misconduct is substantiated, Executive Agencies shall take timely corrective action proportionate to the conduct, which may include coaching, training, written counseling, reassignment, restrictions on supervisory authority, suspension, termination, contract remedies, and/or removal of building access, consistent with applicable law and rules.

C. Corrective action may be imposed even when conduct does not meet the legal definition of unlawful harassment, if it violates this Order’s professionalism and respect requirements.

10. Retaliation.

A. Retaliation is strictly prohibited.

B. Any person who believes retaliation has occurred may report it in accordance with CAO policy, and such reports shall be addressed promptly and separately as appropriate.

C. Any supervisor or manager who engages in, directs, condones, or fails to address retaliation may be subject to discipline. Substantiated cases of retaliation shall be reported directly to the CAO and the Mayor.

11. Recordkeeping and Reporting. The CAO shall maintain centralized records of reports and outcomes, consistent with confidentiality requirements.

12. Enforcement.

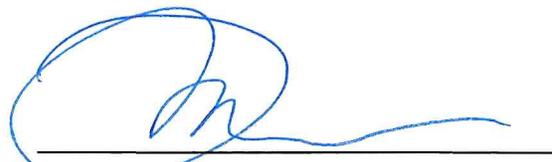
A. Violations of this Order may result in disciplinary action up to and including termination, subject to applicable law, Civil Service rules, personnel rules, and collective bargaining agreements.

B. This Order does not create a private right of action and is intended to direct internal executive branch administration.

13. Severability. If any provision of this Order is held invalid, the remaining provisions shall remain in full force and effect.

14. Duration. This Order shall remain effective until amended, rescinded, or terminated in accordance with applicable law.

WITNESS MY HAND AND SEAL THIS 12TH DAY OF JANUARY, 2026 AT NEW ORLEANS, LOUISIANA.



Helena Moreno
Mayor
City of New Orleans