

# Sexual Harassment

---

“Definition: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. <sup>1</sup>”

## Purpose

To define the policy of the Sample Baptist Church, that all employees have the right to a work environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment.

## Policy

The church's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee - either male or female - shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including termination.

## Policy implementation

It is the responsibility of the pastor, ministers and ministry associates to make sure the organizational component for which each is responsible is in full compliance with this policy. Employees who have complaints should report such conduct to their supervisors. If this is not appropriate, employees are urged to report and ask the assistance of the pastor. It is the responsibility of the pastor to provide guidance, investigate charges of impropriety and recommend appropriate action. All claims must be thoroughly investigated.

## Complaints procedure

- 1) Employee  
Complaints of sexual harassment should be brought to the attention of the supervisor unless the alleged harasser is the employee's supervisor. In such cases, the employee should feel free to bypass the supervisor and take the complaint directly to the pastor or either the personnel committee, deacons or other governing body.
- 2) Supervisor  
After notification of any employee's complaint, the supervisor will immediately contact the pastor unless the alleged harasser is the pastor. In such cases, the supervisor should feel free to bypass the pastor and take the complaint directly to the personnel committee, deacons or other governing body.

---

<sup>1</sup> (EEOC 29 Code of Federal Regulations 1604.11)

3) Pastor

After notification of any employee's complaint, the pastor will immediately contact the personnel committee, deacons or other governing body.

4) Process

- a) After notification of the employee's complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. The pastor will initiate and the personnel committee, deacons or other governing body will have the primary responsibility for the investigation.
- b) After the investigation has been completed, a determination will be made regarding the resolution of the case by the personnel committee. If warranted, disciplinary action, up to and including termination, will be taken.
- c) If no action is warranted, then both parties will be informed that the facts did not substantiate the allegations. In this situation, steps must be taken to facilitate both parties continuing to work with each other.

### **Non-retaliation**

This policy prohibits retaliation against employees who bring sexual harassment charges or assist in investigating charges. Any such employee will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

### **Non-employees**

In addition to the above, any complaints of sexual harassment by a member against an employee or by an employee against vendors or any other non-employees who do business with the church should be reported and investigated in the same manner as employees.