**Harassment Policy**

Introduction

\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to maintaining an environment free from bullying and harassment, which can be a form of workplace discrimination. All people have a right to an environment free from bullying or harassing conduct, including sexual harassment. \_\_\_\_\_\_\_\_\_\_\_\_\_ requires that all peoples (including contractors/volunteers/outside groups) refrain from bullying or harassing anyone.

Policy Statement

1. This policy applies to all employees and to non-employees who bully or harass others on \_\_\_\_\_\_\_\_\_\_\_\_\_ time or property.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_ will not tolerate harassment of any kind. A confirmed complaint of harassment will result in disciplinary action.
3. This policy will be distributed to all peoples and made available at \_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Individuals that report bullying or harassment in good faith are protected from retaliation by \_\_\_\_\_\_\_\_\_\_\_\_\_.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_ will promptly investigate complaints of bullying, harassment, or retaliation. Such investigations will be fair and impartial. All peoples are required to cooperate with investigations of bullying, harassment, or retaliation.

Definitions

Bullying is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, or disability, among others.

Harassment is persistent and unwelcome conduct because of any of the bases protected by law (race, sex, age, disability, etc.). Harassment exists whenever

* Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
* Submission to or rejection of such conduct is used as the basis for a decision affecting an individual.
* The conduct interferes with \_\_\_\_\_\_\_\_\_\_\_\_\_ work or creates an intimidating, hostile or offensive environment.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes the repeated making of unsolicited, inappropriate gestures or comments and the display of sexual materials not necessary for our work.

Recognizing Harassment

It is impossible to list every type of behavior that can be considered bullying or harassment in violation of this policy. In general, any conduct that could interfere with an individual's work performance or create a hostile work environment is forbidden. This is the case even if the offending member did not mean to be offensive – employees must be sensitive to the feelings of others. Even mild offensive conduct can be considered bullying or harassment if someone has made it clear that it is unwelcome. Some examples include:

Verbal: Jokes, insults, and innuendoes; threats; degrading sexual remarks; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors; participating in derogatory or insulting gossip.

Non-Verbal: Intimidating or confrontational body language; gestures, staring, touching, hugging, or patting; blocking a person's movement; standing too close; brushing against a person's body; display of sexually suggestive or degrading pictures; racist or other derogatory cartoons or drawings.

Member Responsibilities

Members who experience, witness or suspect bullying or harassing behavior must report the behavior to the appropriate people/board. Members that feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Responsibilities

\_\_\_\_\_\_\_\_\_\_\_\_\_who receive a complaint of bullying or harassment, who observe such behavior, or suspect that such behavior is occurring have a duty to investigate the behavior and address it as necessary, or to report such suspected harassment to the Session or Presbytery.

In addition to being subject to discipline if they engage in harassing conduct, supervisors and managers are subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue, or for engaging in retaliation or failing to report retaliatory acts.

Complaint and Investigation of Harassment

\_\_\_\_\_\_\_\_\_\_\_\_\_ takes all reports of harassment seriously. \_\_\_\_\_\_\_\_\_\_\_\_\_will promptly and thoroughly investigate any complaint, information, or knowledge of harassment, as per the Book of Order.

External Remedies Available

Harassment because of a protected characteristic (race, sex, age, disability, etc.) is illegal under applicable local, state, and federal laws. Aside from \_\_\_\_\_\_\_\_\_\_\_\_\_ internal process, employees may choose to pursue legal remedies with appropriate governmental entities at any time, including