

Sexual Harassment Policy

Purpose

All employees of _____ Baptist Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of the _____ Baptist church is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

Responsibility

It is the responsibility of the personnel committee and each employee to ensure full compliance with this policy.

Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal and 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.

Policy

1. No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
2. Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.
3. Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.
4. Such behavior may result in disciplinary action up to and including dismissal.

Complaints Procedure

1. Complaints of sexual harassment should be brought to the attention of the PERSONNEL COMMITTEE.
2. The employee is also free to make the complaint directly to any supervisory personnel.
3. Supervisory personnel receiving a complaint of sexual harassment shall immediately contact the PERSONNEL COMMITTEE.
4. After notification of the employee's complaint, a confidential investigation will be initiated immediately by the PERSONNEL COMMITTEE.
5. After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the PERSONNEL COMMITTEE.

Non-Retaliation

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

Non-Employees

In addition to the above, any complaints of sexual harassment by an employee against vendors or other non-employees who do business with _____ Baptist Church or any complaints by a vendor or other non-employee against an employee of the _____ Baptist church shall be reported and investigated in the same manner as stated in this sexual harassment policy.