

# North Cape Lutheran Church

## Policy and Practice No 2-1: Sexual Harassment

Date Accepted: 5-12-16

Date Revised: \_\_\_\_\_

### **Policy Statement:**

North Cape Lutheran Church and its employees, board members, and general membership are committed to providing an environment that fosters mutual respect and working relationships free of harassment. All members are responsible for disclosing to the Pastor and/or Board any harassment witnessed in the workplace or within church functions. If such harassment is found, the Pastor and/or Board President must be contacted so that appropriate corrective action can be taken.

### **Definition of “Sexual Harassment”**

The following is a consensus definition of sexual harassment as used by government agencies and the courts:

Sexual harassment is conduct relating to an individual’s sex, which has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment.
- Unreasonably interfering with an individual’s work performance, or,
- Adversely affecting an individual’s employment opportunity.

Sexual harassment has been further defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, promotion, demotion, or other personnel decisions affecting such individual; or,
- 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.
- Samples of improper conduct include:
  - Verbal Harassment – such as epithets, derogatory comments, demeaning jokes, slurs, etc.
  - Physical Harassment – such as assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.

Visual Harassment – such as derogatory or demeaning posters, cards, cartoons, graffiti, drawings, gestures, etc.

**Practice:**

Complaints and harassment of any type should be reported to the Pastor and/or the Board President.

After notification of the congregational member's or employee's complaint, a thorough, prompt, and confidential investigation will be made by the Pastor and/ or the Board President.

After the investigation has been completed, a recommendation by the investigating parties will be made to the Church Board. If warranted, disciplinary action, which may include termination of employment or membership, will be taken. These actions will be within constitutional guidelines. If serious, legal actions may be taken.

This policy also prohibits retaliation against employees who in good faith bring harassment charges or assist in investigating charges. Any church member or employee bringing such a complaint or assisting in such complaint will not be discriminated against or discharged because of the complaint.