

SEXUAL HARASSMENT

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION

While the Diocese is exempt from the Fair Employment and Housing Act and related laws, the Diocese is committed to providing a work environment free of discrimination, sexual harassment and any other form of unlawful harassment.

Unlawful discrimination or harassment based on applicable protected classifications are prohibited and will not be tolerated by the Diocese. This policy prohibits all agents and employees of the Diocese, including co-workers, supervisors, managers and third parties, with whom the Diocese's employees come into contact from engaging in conduct prohibited by this policy. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical and visual harassment, as well as discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist or participate in a Diocesan investigation.

Harassment can take many forms and includes, but is not limited to:

- Verbal conduct, such as epithets, derogatory jokes or comments, slurs regarding a person's race or other protected characteristic, such as those listed above, or unwanted sexual advances, invitations or comments;
- Visual conduct, such as derogatory posters, photographs, cartoons, drawings or gestures, regarding a person's race or other protected characteristic, such as those listed above, or sexually oriented posters, photographs, cartoons, drawings or gestures;
- Physical conduct toward someone because of their race or other protected characteristic, such as those listed above, including sexual assault, unwanted touching, blocking normal movement or interfering with work;
- Sexual harassment specifically includes, but is not limited to, threats and demands to submit to sexual requests as an express or implied condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors, unwanted sexual advances and requests for favors that have the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment; and
- Retaliation for having reported unlawful harassment.

Complaint Process

When? The Diocese encourages all employees to report any incidents of harassment prohibited by this policy immediately so that complaints may be quickly and fairly resolved.

To Whom? If you feel you have been subjected to any kind of unlawful harassment, coercion or intimidation by anyone, whether by one of your co-employees, a supervisor or manager, a member of management, or a third party, such as a volunteer, parent, customer or vendor, we encourage you to bring your concern to the attention of your supervisor immediately.

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If the complaint involves your supervisor or you are uncomfortable bringing the matter to your supervisor's attention for any reason, you are not required to complain directly to him or her. Employees who believe they have been unlawfully harassed may also notify:

- The Director of Human Resources;
- The Vicar General or any other supervisory employee;
- The Bishop; or
- The U. S. Equal Employment Opportunity Commission ("EEOC"). The address and telephone number of the EEOC can be located in the Federal Government section of your local telephone Directory or on-line at <http://www.eeoc.gov/> How? Your complaint can be submitted either in writing or orally.

What the Diocese will do after notice of a complaint? All supervisors are instructed to report any complaints of misconduct of any kind to the Human Resources Director. Your complaint will be designated confidential and the confidentiality of your complaint will be maintained by the Diocese to the extent possible; however, the Diocese cannot promise absolute confidentiality because of its obligations to investigate your complaint and take appropriate remedial measures in response. The Diocese will designate a qualified, impartial person to conduct a fair, timely and thorough investigation that affords all parties involved due process and allows the Diocese to make reasonable conclusions based on the evidence collected.

How long will it take? You will be advised when an investigation is initiated. The duration of the investigation process can vary depending on the nature of the complaint, the extent of the issues and the number of persons involved or witness to the events, but the Diocese will act to ensure reasonable progress and a timely response to you regarding that progress and the closure of the investigation. The Diocese will maintain records of the investigation process that are designated and maintained as confidentially as possible.

What action will the Diocese take on my complaint? If the investigation shows that someone has engaged in misconduct, appropriate remedial measures will be taken calculated to end the unlawful behavior, but the specific action taken may not be disclosed to you because of the privacy rights of others that the Diocese must respect. Any employee determined by the Diocese to have engaged in or contributed to any unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above. Please be assured that the Diocese will not retaliate against you for making a complaint or for participating in any workplace investigation.