



## DIOCESE OF MADISON ANTI-HARASSMENT POLICY

The Diocese of Madison is committed to fostering a safe, respectful, and inclusive environment for all members of its community, including church personnel and parishioners, in accordance with Catholic teaching. The Diocese of Madison is committed to justice and compassion and respects the dignity of every individual. Harassment of any kind is fundamentally incompatible with these values.

### DEFINITIONS

**Church personnel** refers to everyone subject to this policy: clerics (bishops, priests, and deacons) incardinated in the Diocese of Madison; diocesan clerics not incardinated in the Diocese of Madison but serving in any capacity here; seminarians and deacon candidates affiliated with the Diocese of Madison; and religious and lay men and women employed by, stably volunteering with, or having any contact with minors in the Diocese of Madison, its parishes, schools, institutions, offices, or programs.

**Harassment** generally is defined in this policy as unwelcome verbal, visual, and/or physical conduct that denigrates or shows hostility or aversion towards an individual, especially because of any actual or perceived race, color, national origin, ancestry, citizenship status, age, sex (including pregnancy, childbirth and pregnancy-related conditions), marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws (referred to as “protected characteristics”), or, because of another individual’s protected characteristic(s), has the purpose or effect of unreasonably interfering with that individual’s work or volunteering performance and/or creating an intimidating, hostile, or offensive environment. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, making obscene gestures, etc.).

**Sexual harassment** is defined as unwanted sexual advances, requests for sexual favors, and/or visual, verbal, auditory, or physical conduct of a sexual nature where: (1) submission to such conduct is made a term or condition of employment or participation; (2) submission to or rejection of such conduct is used as a basis for one or more employment or personnel decisions affecting the individual; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s performance and/or creating an intimidating, hostile or offensive environment. Examples of conduct that violate this policy include, but are not limited to, the following actions:

- unwelcome flirting, leering, whistling, touching, pinching, assaulting, or blocking normal movement;
- requesting sexual favors or demanding sexual favors in exchange for favorable treatment;
- making or displaying obscene or vulgar gestures, posters, or comments;
- making sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- making propositions or suggestive or insulting comments of a sexual nature;
- displaying derogatory cartoons, images, and drawings;
- sending sexually explicit e-mails, text messages, or voicemails;
- uninvited touching of a sexual nature;
- making unwelcome sexually related comments; and
- engaging in conversation about one's own or someone else's sex life.

## **ANTI-HARASSMENT POLICY**

It is the Roman Catholic Diocese of Madison's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, or church personnel by other church personnel, supervisors, vendors, or any third party. Such conduct will not be tolerated by the Roman Catholic Diocese of Madison.

The purpose of this policy is to ensure that no one harasses another individual on Diocesan property and/or at the workplace, including while on Diocesan premises, including all parish or school property, while on Diocesan business (whether or not on Diocesan premises), or while representing the Diocese. Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws is unlawful. For example, sexual harassment and/or retaliation against an individual because the individual filed a good faith complaint of sexual harassment or because an individual aided, assisted, or testified in good faith in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws is unlawful.

### **Reporting Procedures**

If an individual has been subjected to or witnessed conduct which violates this policy, the individual should immediately report the matter to their direct supervisor, pastor/parochial administrator, or the Diocesan Director of Human Resources. The Diocese of Madison prefers that any such reports be made in writing but will accept verbal complaints as well. If the individual is unable for any reason to contact this person, or if the individual has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the individual should contact the Vicar General/Moderator of the Curia. If the person toward whom the complaint is directed is one of the individuals indicated above, the individual should contact any higher-level manager in the reporting hierarchy.

### **Investigation Procedures**

Every good faith report of perceived harassment will be promptly and fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but

confidentiality cannot be guaranteed. All employees or volunteers must cooperate in good faith with all investigations conducted pursuant to this policy.

**Retaliation Prohibited**

In addition, the Diocese will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to such retaliation, they should report it the same way they would report a claim of perceived harassment under this policy.