

FIRST CHRISTIAN CHURCH

ANTI-HARASSMENT/NON-DISCRIMINATION/ WORKPLACE RELATIONSHIP POLICY

It is the Church's intent to provide a workplace that fosters the respect and dignity of each person. To this end, the Church is committed to maintaining a working environment free of discrimination and harassment or intimidation based upon a person's race, color, religion, national origin, age, sex, marital status, height, weight, disability, genetic information, veteran status, sexual orientation, or any other characteristic protected by law.

This policy sets forth guidance regarding prohibited discrimination and harassment; a reporting and investigation procedure for concerns of potential violations; provisions banning retaliation against persons who exercise rights or comply with investigations under this policy; information concerning potential disciplinary or corrective action that may result from violations; and provisions regarding sexual or romantic relationships involving supervisory and non-supervisory Church employees. This policy applies to everyone who works at the Church, regardless of position or level of authority. The policy accordingly references "Church employees" or "employees of the Church" when identifying persons covered by the policy.

1. **Prohibited Conduct**

a. **Discrimination**

The Church prohibits discrimination against any employee of the Church based on race, color, religion, national origin, age, sex, marital status, height, weight, disability, genetic information, veteran status, sexual orientation, or other characteristic protected by law. Discrimination is prohibited with respect to any employment action, including but not limited to hiring, promotion, compensation, discipline, termination, or any other action affecting a Church employee's term or condition of employment.

b. **Harassment**

As a part of the Church's overall policy against discrimination, the Church prohibits sexual and other discriminatory harassment against any employee of the Church. Such harassment is prohibited whether committed by another Church employee, a volunteer, a contractor, a vendor, or any other third party who interacts with Church employees in connection with their work.

i. **Sexual Harassment**

Sexual harassment is any "unwelcomed" sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature by another person in connection with the workplace or work activities when:

a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of any individual's job;

b. Submission to or rejection of such conduct or communication by any individual is used as the basis for job decisions affecting that individual, such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or

c. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

“Unwelcomed” behavior is not the same as “consented to” behavior. It cannot be assumed that, simply because someone does not object to a behavior, no offense was taken. Sexual harassment can include sexually-based and “same-sex” sexually-based comments and conduct, as well as gender-based comments and conduct, whether verbal, non-verbal, visual, or physical in nature. Examples of such conduct include off-color language, sexually-oriented jokes, cartoons, nicknames, propositions, suggestive comments, sexual innuendos, repeated unwanted social invitations, crude gestures, display of obscene printed or visual materials including sexually-oriented pictures or posters, suggestive or insulting sounds, and physical contact such as patting, groping, pinching, or brushing against another's body.

ii. Other Discriminatory Harassment

Other types of discriminatory harassment include unwelcomed behavior resulting in any of the three categories listed above (a-c) when such behavior is based on an individual's race, color, religion, national origin, age, sex, marital status, height, weight, disability, genetic information, veteran status, sexual orientation, or any other characteristic protected by law; and written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics. Examples of discriminatory harassment include epithets, slurs, negative stereotyping, jokes, as well as threatening, intimidating, or hostile acts based on a person's protected characteristics. Again, “unwelcomed” behavior is not the same as “consented to” behavior. A person's lack of vocalized objection to a behavior does not mean the person was not offended.

2. Reporting and Investigation of Concerns

If you believe you have been subjected to discrimination and/or harassment in violation of this policy, you should report your concern immediately to the Chair of the Church’s Personnel, Finance, and Stewardship Committee or the Chair of the Church’s Board of Directors.

Upon learning of a complaint, the Church will promptly conduct or direct an investigation of the allegations. At a minimum, this should include receiving the complaint in written form, interviewing any persons who may have knowledge or information regarding the occurrence, and reviewing any data pertinent to the investigation. The assistance of an investigator from outside the Church may be used if necessary. The Church expects complete candor from all persons involved in the investigation of any complaint under this policy.

The Church will try to maintain confidentiality with respect to any complaint or report and any written records concerning such activity. To the extent possible, only the parties involved, witnesses, and other persons who need to know, as determined by the Church, will be made aware of the complaint. However, because of the need and obligation to investigate, absolute confidentiality cannot be assured.

3. **Prohibition Against Retaliation**

No individual shall be retaliated against for making a good faith complaint under this policy or for assisting in an investigation under this policy. Anyone who retaliates against a person for filing a good faith complaint, or assisting in an investigation, will be subject to discipline, up to and including discharge. If you believe you have been subjected to retaliation in violation of this policy, you should report this concern immediately as provided in Section 2 of this Policy.

4. **Corrective Action**

If a person has been found, after an investigation, to have engaged in prohibited discrimination, harassment, retaliation, or any other violation of this policy, corrective and/or disciplinary action will be implemented, up to and including discharge from employment. The action taken will depend upon the facts and circumstances of each particular case.

5. **Workplace Relationships**

a. General

The Church understands that on occasion a personal relationship may develop between people in the workplace. It is important to keep in mind that any sexual activity in the workplace or on work time is inappropriate and prohibited under this policy. This is true even if the activity is consensual and welcomed by both parties. The steps to be taken under certain circumstances where there is a relationship are set forth in more detail below.

b. Supervisory Relationships

Due to the risk of claims and workplace disruption, any sexual activity or romantic relationship between a supervisor and a Church employee the supervisor oversees is inappropriate in most circumstances, regardless of when or where such activity or relationship occurs. Inherent in our work relationships is the element of trust. In the event of such a relationship or activity, it is important that the Church be made aware early on, so that appropriate steps may be considered and implemented to alleviate associated concerns. Such steps may include a change in work relationships, reassignment of one or both of the parties, release of one or both of the parties, or other measures based on the circumstances. When feasible and appropriate under the circumstances, the Church's guidelines may allow for both participants in a workplace relationship to remain at the Church. Toward that end, voluntary disclosure is highly favored, and any concealment or dishonesty to the Church will likewise be taken into account. Please keep in mind that "supervision" is a dynamic concept given the structure of our Church, and may involve situations beyond traditional direct reporting relationships. In any ambiguous situation, Church employees should err on the side of disclosure. Upon receiving such report, the Church will evaluate the circumstances and implement steps it determines appropriate to serve the overall interests of the Church and the goals of this policy. Reports under this section will be handled with respect for the personal dignity of the involved parties, and with the same confidentiality considerations as applicable under Section 2.