

#5.9

ANTI-HARASSMENT/SEXUAL HARASSMENT

PURPOSE: To document and communicate a strong Anti-Harassment Policy at Chapel by the Sea, covering two (2) types of sexual harassment, quid pro quo and hostile environment.

APPLICATION: All employees and volunteers of Chapel by the Sea are protected under this Policy (refer to the Title VIII, Civil Rights Act). Also see the Equal Employment Opportunity Commission's Enforcement Guidance.

PROVISIONS:

1. Harassment of a Pastoral, Program or Support employee, or volunteer shall not be tolerated.
2. Harassment may include sexual, racial, color, religious or national origin. Any employees or volunteers believing themselves to have been harassed shall make complaints to the Pastor (or to the Chairperson of the Personnel Committee) without fear of reprisal.
3. The Pastor and the Personnel Committee shall follow up on complaints with an immediate investigation.
4. Decision and follow up with the complainant shall be completed within 30 days of the original complaint.
5. If the complaint is deemed legitimate and disciplinary action is required, legal counsel through the Presbyterian Church (USA) shall be requested.
6. Preventive or corrective measures agreed to in settlement with the employee or volunteer or ordered in conclusion of any mediation, arbitration or litigation shall be implemented immediately.
7. All employees shall be knowledgeable of this Anti-Harassment Policy.

RESPONSIBILITY: The Pastor, Personnel Committee and Session shall be responsible for ensuring and maintain a harassment free, non-threatening work environment.