



(Church Name)

Anti-Harassment Policy

(To be signed by all members of the Vestry/Mission Council, All Clergy, and all Employees)

It is the Policy of (Church Name) that all employees and others acting on behalf of (Church Name) are entitled to respectful treatment in the workplace. Being respected includes being treated honestly and professionally, with each person's unique talents and perspectives valued by the (Church Name). A respectful workplace encompasses more than compliance with the law, it is a working environment that is free of inappropriate behavior.

(Church Name) is committed to providing a workplace in which the dignity of every individual is respected. Incidents of harassment and inappropriate behavior will not be tolerated within (Church Name).

Harassing conduct: Harassment includes unwelcomed conduct toward an individual due to his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment: "Sexual harassment" includes unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Inappropriate Behavior: (Church Name) goal is to have a work environment where every person treats each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," will not be tolerated.

(Church Name) reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to report a violation: Do not assume that the Diocese or the Staff at (Church Name) are aware of the problem. It is your responsibility to bring your complaints and concerns to the Diocese's and (Church Name) attention so that we can help resolve them. All (Church Name) employees and/or clergy must immediately report suspected violations of this policy to your supervisor, the Rector/Vicar of (Church Name) or in their absence the senior warden, the Bishop, or in the Bishop's absence the President of the Anglican Diocese of the Great Lakes (ADGL) Standing Committee.

Important Contacts

Add the Following Names and Contact phone numbers

Rector/ Vicar

Other Clergy

Senior Warden

ADGL Bishop Ordinary

ADGL Canon to the Ordinary

President of the ADGL Standing Committee

Others that the Church deems necessary

Investigation and response: If you report a complaint of harassment or inappropriate behavior, (Church Name) will investigate your concerns. Where there has been a violation of policy, (Church Name) will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating (Church Name) Anti-Harassment Policy. We will inform parties concerning the status of reviewing their complaints. To respect the privacy and confidentiality of all parties involved, we may not share specific details of the discipline or other action taken.

Management/Supervisor responsibility:

All clergy and every manager/supervisor is responsible for ensuring that (Church Name) provides a workplace free of harassment and inappropriate behavior and that complaints are handled promptly and effectively.

With the assistance of (Church Name) and vestry/Mission Council, management must inform their employees about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

Retaliation is prohibited This policy strictly prohibits any retaliation against an employee or other person who reports a concern involving harassment or other inappropriate behavior.

Application of this policy: This policy applies to all employees and to anyone else doing business for or with (Church Name). This includes all visitors, vendors, suppliers, and contractors. It also applies to all any (Church Name) sponsored events.

Training and Verification of training: Sexual harassment prevention training is provided by Brotherhood Mutual® at no cost to (Church Name). All employees and

clergy of the diocese and (Church Name) are required to complete this training within the assigned time frame and submit their certificate of training immediately upon completion. (see below)

Before Employees Take the Training

Set aside enough time to complete this training – one hour for employees and two hours for clergy/managers/supervisors. At the completion of the training, participants will receive a certificate of completion that should be saved to their computers as well as printed, signed, and submitted to (Church Name) office to be placed in their personnel file.

Technology

- This training should be completed on a computer with internet access.
- The following browsers work best: Chrome, Safari, Firefox.
- Progress may **not** be saved, so plan enough time to complete the training.
- Do **not** refresh browser or close the browser while taking this training.

Saving the certificate of completion

- At the completion of the training, there will be a final quiz, followed by a glossary. Click 'next' until you reach the certificate of completion. Right click the certificate, then select 'save image as' or 'email image.' Once saved, the certificate can be printed, signed, and dated.
- If taking the training on a mobile device (not recommended), you may take a screenshot of the certificate to print later.
- The final quiz results can be saved or printed. Click 'detailed report' on the quiz page to see your answers or to print your quiz.

Links for Online Training:

Employee Training: <https://brotherhoodmutual.net/course1/>

Manager/Supervisor Training: <https://brotherhoodmutual.net/course2/>

ACKNOWLEDGEMENT OF RECEIPT OF POLICY AND COMPLETION OF TRAINING.

I hereby acknowledge that I have received a copy of **(Church Name)**

Anti-Harassment Policy endorsed by the Bishop and Standing Committee of the ADGL and that I understand its content. I certify that I have completed the required Diocesan approved training required per this document. I have submitted to the **(Church Name)** Office a copy of the training certificate from Brotherhood Mutual.

Please check **one** of the following:

_____Clergy _____Laity

Signature

Print Name

Date

Position

Church Name, Address and Phone Number