

APPENDIX II

HARASSMENT

The Diocese will not tolerate discrimination or harassment of its employees or applicants by other diocesan supervisors, co-workers, independent contractors or volunteers on the basis of race, color, religion and religious creed, sex, pregnancy, marital status, age, national origin, ancestry, physical and mental disability, medical condition, sexual orientation or any other status protected by law.

The goal of the Diocese is to provide a workplace free from tensions involving matters that do not relate to the work of the Diocese. In particular, an atmosphere of tension created by non-work related conduct, including racial, ethnic, or sexual comments, animosity, or other such conduct, does not belong in the workplace. The Gospel of Jesus Christ includes a profound respect for, and charity toward, each individual person. Harassment and discrimination are absolutely contrary to the Gospel, and will not be tolerated.

Harassment consists of unwelcome conduct whether verbal, physical or visual, which is motivated by a person's race, age, gender etc, and which has the purpose or effect of interfering unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment or that adversely affects tangible job benefits. It can be a single severe incident or a persistent pattern of behavior and can include, but not limited to, the following:

- Jokes, slurs, innuendoes, e-mails, facsimiles,
- The display of cartoons, posters or other materials,
- Unwelcome sexual advances, requests for sexual favors,
- Sexual innuendoes, suggestive comments, sexually-oriented teasing or practical jokes,
- Display of sexually-suggestive posters or other materials,
- Suggestive or insulting sounds, looks, or gestures and physical contact such as patting, pinching or brushing against another's body.
- Assault and coerced sexual intercourse

Harassment also includes conduct under the following circumstances: 1) submission to the conduct is made either an explicit or implicit term or condition of employment; 2) rejection of the conduct is used as the basis for an employment decision affecting the employee; or 3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Allegations of harassment are taken seriously and should be reported immediately to the pastor of the parish, school principal, or your immediate supervisor. If your supervisor is the alleged harasser, make the report to any other member of management. You should provide all details of the incidents so that a thorough investigation may be conducted.

Victims of sexual harassment may contact the Victim Assistance Coordinator at the Chancery, for assistance and pastoral care, if they so choose.

We also encourage you to tell the person in a clear manner that his/her conduct is unwelcome and that you want it to stop. He or she may not be aware that his/her conduct is unwelcome or offensive.

Complaints of harassment will be investigated promptly and thoroughly. If it is determined that a violation of this policy has occurred, appropriate disciplinary action will be taken, up to and including termination. If the supervisor or the employee receiving the information requires assistance with the personnel policy and procedure after reporting the incident, contact the Human Resources Coordinator at the Chancery.

To the fullest extent that it is practical, the complaint, the investigation and the resolution of the complaint will be kept confidential. Diocesan policy prohibits retaliation against anyone who has expressed a good faith concern about discrimination or harassment based on any of the protected categories as stated earlier, against the employee or another individual, or any who have participated in the investigation of any such concern. Additionally, the employees may make a complaint regarding harassment or discrimination to the state department of Fair Employment and Housing or the federal Equal Employment Opportunity Commission (EEOC), whose local contact information are listed in the telephone directory and the Internet.