

Anti-Harassment

In compliance with federal and state laws, it is the policy of the Diocese to prohibit sexual harassment of employees or volunteers in the workplace by any person and in any form.

Specifically, no supervisor, employee or client volunteer will threaten or insinuate either explicitly or implicitly that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct that creates a hostile working environment, whether committed by supervisors, non-supervisory personnel, clients, volunteers or vendors is also prohibited. Such conduct includes:

- Unwelcome sexual flirtations, advances or propositions, or unwelcome touching
- Verbal abuse of sexual nature;
- Verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Jokes, pictures and stories of sexual nature.

Any employee who believes that he or she has been the subject of sexual harassment should report the alleged act immediately to his or her supervisor and/or to the person responsible for personnel issues. The supervisor will make every effort to ensure that complaints are resolved promptly and efficiently. The complaint will be investigated and the employee will be advised of the findings. All findings related to the investigation will be kept as confidential as possible while ensuring a complete investigation.

Any supervisor, employee, client or volunteer who is found after appropriate investigation to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary actions, up to and including termination.