

St. Paul's Evangelical Lutheran Church

Anti Harassment Policy for Church / School

Purpose:

Employees and called workers of St. Paul's Evangelical Lutheran Church and School as well as those who perform volunteer work for St. Paul's Evangelical Lutheran Church and School are entitled to be treated honestly and professionally in the performance of their duties and be provided a work place environment that is free of unethical, discriminatory or prejudicial conduct. This policy outlines the types of inappropriate behavior that will not be tolerated at St. Paul's Evangelical Lutheran Church or School, how to report harassment and the process that will be followed to investigate and correct harassment when it occurs.

Scope:

This applies to all employees, called workers, volunteers or anyone else doing business for or with St. Paul's Evangelical Lutheran Church and School. It also applies to all locations and situations where St. Paul's Evangelical Lutheran Church and School conducts business and to all church-sponsored social events.

Policy:

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, 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 or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, 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" means 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. 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

St. Paul's Evangelical Lutheran Church

Anti Harassment Policy for Church / School

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

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. St. Paul's Lutheran Church 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

Immediately report suspected violations of this policy to one of the Pastors, School Principal, Congregational President or the Chairman of the Board of Christian Education. Do not assume that St. Paul's Lutheran Church is aware of the problem. It is your responsibility to report inappropriate behavior.

Investigation and response

All reported complaints of harassment or inappropriate behavior will be held in strict confidence and investigated thoroughly. Where there has been a violation of policy, we 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 the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Management responsibility

The Pastors, School Principal, Congregational President and the Chairman of the Board of Christian Education are responsible for ensuring that St. Paul's Evangelical Lutheran Church and School provides a workplace free of harassment and inappropriate behavior by informing employees and volunteers of the anti harassment policy, by handling complaints professionally, promptly and effectively. When required they must take appropriate disciplinary action and take steps to assure retaliation is prohibited.

Retaliation is prohibited

This policy strictly prohibits any retaliation against an employee, volunteer or other person who reports a concern about harassment or other inappropriate behavior.