Sample

**Harassment, Discrimination and Retaliation Prevention Policy**

The Church is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Church prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Church policy.

**Harassment Prevention**

The Church's policy prohibiting harassment applies to all persons involved in the operation of the Church. The Church prohibits harassment, disrespectful or unprofessional conduct by any employee of the Church, including supervisors, managers and co-workers. The Church's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

* Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
* Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
* Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
* Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
* Retaliation for reporting or threatening to report harassment; and
* Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Church policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

**Non-Discrimination**

The Church prohibits unlawful discrimination against any employee or unpaid intern by any employee of the Church, including supervisors and coworkers. This commitment applies to all persons involved in Church operations.

**Anti-Retaliation**

The Church will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

**Complaint Process**

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor, any other supervisor, the person responsible for Human Resources or anyone in a position of authority as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the person responsible for Human Resources. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

The Church encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the person responsible for Human Resources or the Head of Staff so the Church can try to resolve the complaint.

When the Church receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations. The Church will reach reasonable conclusions based on the evidence collected.

The Church will maintain confidentiality to the extent possible. However, the Church cannot promise complete confidentiality. The Church's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

* Responded to in a timely manner
* Kept confidential to the extent possible
* Investigated impartially by qualified personnel in a timely manner
* Documented and tracked for reasonable progress
* Given appropriate options for remedial action and resolution
* Closed in a timely manner

If the Church determines that prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Church also will take appropriate action to deter future misconduct.

Any employee determined by the Church to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.