

DIOCESE OF ALLENTOWN

POLICY PROHIBITING HARASSMENTS IN THE WORKPLACE

HARASSMENT

All diocesan employees should be able to work in an environment free from harassment based on sex, race, national origin, ethnic background, age, religion, pregnancy, handicap or veteran's status. This also applies to visitors to our premises.

It is the policy of the Diocese of Allentown to prohibit harassment based on the above categories. Such harassment derogates another's dignity, privacy and violates the mission of the Diocese. Any employee who violates this policy will be subject to discipline up to and including immediate termination of employment.

For purposes of this policy, harassment because of another's sex, race, national origin, ethnic background, age, religion, pregnancy, handicap, or veteran's status includes: (1) use of insulting epithets or nicknames; (2) the display of insulting pictures, cartoons, slogans or symbols; (3) intimidation through physical violence or threats of violence; and (4) kidding, joking, teasing or practical jokes about another's status in a protected category. Everyone has a responsibility to maintain a workplace that is free from any form of harassment.

Sexual Harassment

Sexual Harassment includes: (1) unwelcome sexual flirtations, touching, advances, etc.; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; or (5) displaying sexually suggestive objects or pictures, including nude photographs in the workplace.

Sexual harassment also includes: (1) directly or indirectly suggesting that submission to sexual conduct is a term or condition of an individual's employment; (2) using submission or rejection of sexual conduct as a basis for employment decisions; or (3) substantially interfering with the individual's work performance by creating an intimidating, hostile or offensive work environment. Sexual harassment can include acts of harassment directed at a member of the same sex.

Here are some examples of behavior or work environment that could be considered harassment:

- (1) any derogatory jokes, comments or slurs delivered in a manner that could be considered belligerent or threatening to another employee;

- (2) any unwanted touching, assault, deliberate blocking or any intimidating action that interferes with free movement;
- (3) any unwelcome touching and/or demands for sexual favors, but also any unwelcome sexually-oriented behavior, comments or visually derogatory or demeaning posters, written words, drawings, novelties or gestures which create a hostile or offensive work environment.

The Diocese prohibits all such conduct, whether committed by supervisory or non-supervisory personnel as well as a third party (i.e., a non-employee of the Diocese) engaged in business with the Diocese.

IF YOU BELIEVE YOU ARE BEING HARASSED

If you believe you have been subjected to harassment, or witness conduct violating this policy, you may speak directly to the harassing individual if you feel comfortable doing so. Other recourse is available through the following procedure designed to investigate and resolve the complaint.

All complaints of harassment should be directed to your supervisor who is required to report the incident to the Diocesan Human Resources Office. If the conduct involves your supervisor or you are uncomfortable reporting an incident to your supervisor, your complaint should be directed to the Secretary of the applicable Secretariat who will report to the Human Resources Office.

All complaints will be taken seriously. The Human Resources Office will promptly conduct an investigation which will be as confidential as possible, recognizing that some disclosure may be necessary for the investigation and/or any corrective action taken. The Diocese also requires that, in all cases, claims of sexual and other harassment be kept confidential by the person bringing the claim, by any witness interviewed, as well as the person alleged to be the harasser. In all cases, we will advise the complaining employee and the accused of the outcome of the investigation.

Enforcement of the Policy

The supervisor shall disseminate information about this policy. The Diocesan Office of Human Resources will answer questions about this policy, investigate complaints, and take appropriate corrective action. Any person who feels that he or she has been a victim of discrimination or unlawful harassment shall bring the problem to the immediate attention of their supervisor. If the complainant is uncomfortable for any reason with discussing such matters with their supervisor, or, in the alternative, if the complaint is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the Diocesan Office of Human Resources.

Any employee who is determined, as a result of such an investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Enforcement in Case of Allegations Made Against a Priest or Religious

Notwithstanding the procedure set forth in the above paragraph, any complaint alleging discrimination or unlawful harassment by a priest, deacon, or member of a religious congregation or order who is associated with the Diocese shall promptly be put in writing and referred to the Diocese's Secretary for Clergy in the case of a diocesan priest or deacon, or to the Provincial or Major Superior in the case of a member of a religious congregation or order, whose procedures shall be utilized and whose determination of the matter shall be final and binding on all concerned.

Non-Retaliation

Retaliation against anyone complaining of harassment is prohibited. Retaliation against anyone accused of harassment is also prohibited. Any person who retaliates against an employee for making a complaint of harassment, or for providing information during an investigation, will be subject to disciplinary action that may include suspension or termination of employment. If you believe that you have been harassed, you should report the conduct, and need not fear coercion or reprisal.

SIGNATURE: _____ **DATE:** _____