



Sexual Harassment Policy

Policy:

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions. It is Agape Youth Ministry's policy to promote a work place that is free of sexual harassment. Each individual has the right to work in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Agape Youth Ministry, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

Definition:

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonable interference with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, *but are not limited to*: unwanted physical advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes; flirtation, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, or pinching; suggestive insulting, or obscene comments or gestures of a sexual nature; and display in the work place of sexually-suggestive objects or pictures.

Guidelines:

- This policy covers all employees and volunteers of Agape Youth Ministry. Agape Youth Ministry will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, outside clients, or other non-employees who conduct business with Agape Youth Ministry. Agape Youth Ministry encourages the reporting of all sexual harassment incidents, regardless of who the offender may be.

- While Agape Youth Ministry encourages individuals, who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, we also realize that the power and status disparities between the person allegedly harassing and the person harassed may make such a confrontation unlikely. In the event that such informal, direct communication between individuals is either ineffective or impossible, the Human Resources Department should be contacted through the procedures outlined below.
- Agape Youth Ministry will not retaliate in any way against any individual making a report of sexual harassment, nor will Agape Youth Ministry permit any supervisor, officer, or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

Procedures:

- 1) A report of an alleged violation of this policy should be made to the **staff/volunteer members supervisor or the President/CEO**. Usually, the sooner the report is made, the better the resolution will be.
- 2) An investigation of the alleged harassment will be handled through **staff/volunteer members supervisor or President/CEO** in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the **staff members/volunteers supervisor or President/CEO** will seek to consider the wishes of the complainant, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged offender will be made aware of the report and will be given an opportunity to respond and present witnesses. The staff member's supervisor or President/CEO will keep the complainant informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the staff member supervisor/Program Director or President/CEO, will recommend to management the appropriate action to be taken. If Agape Youth Ministry concludes that harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The complainant will be informed of the disciplinary action taken.
- 3) In the event harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence for investigation.
- 4) If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit written comments in a timely manner to the President/CEO.
- 5) Employment conditions of the complainant and witnesses will be in no way adversely affected through use of this procedure, subject to paragraph 7 below.

- 6) Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including administrative leave and/or termination. Appropriate sanctions also may include written reprimand and referral to counseling.
- 7) If an investigation clearly reveals that the complainant knowingly and intentionally made a false accusation of sexual harassment, appropriate disciplinary action will be taken.
- 8) The President/CEO shall forward to the Board of Directors or a committee of the Board any sexual harassment complaint filed against an executive or officer of Agape Youth Ministry. The President/CEO shall follow the procedures set forth above and shall keep the Board or the committee apprised of the investigation and findings that arise from the complaint. The President/CEO shall keep confidential the identities of all parties involved pending completion of the investigation.

ACKNOWLEDGEMENT

I, _____, acknowledge that I have read and understand
PLEASE PRINT NAME the above Sexual Harassment Policy.

SIGNATURE

DATE