

Harassment & Discrimination Policy (Generic Example)

Harassment

_____ Church is committed to providing a work environment in keeping with Christian principles and free of unlawful harassment. _____ Church policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, or any other basis protected by federal or state law or local ordinance applicable to nonprofit religious corporations.

_____ Church's anti-harassment policy applies to all persons, employees and volunteers involved in the operation of _____ Church and prohibits unlawful harassment by any employee or volunteer of _____ Church, including supervisors and co-workers. .

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations or comments;
- b. Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, e-mails or gestures;
- c. Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of gender, race or any other protected basis;
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- e. Retaliation for reporting or threatening to report harassment.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery,

insults or put-downs, offensive objects or pictures, and interference with work performance.

Qualified Individuals with Disabilities Discrimination

The Federal ADA and California's Fair Employment and Housing Act prohibit discrimination against disabled persons in employment practices and public access. _____ Church complies with these laws by ensuring that qualified individuals with disabilities are not discriminated against with regard to any employment practices or terms, conditions and privileges of employment. This includes recruiting, employment applications, testing, hiring, assignments, evaluation, disciplinary actions, training, promotions, layoff/recall, terminations, compensation, leave and benefits.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, _____ Church will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee or volunteer unless undue hardship would result.

Any applicant, employee or volunteer who requires an accommodation in order to perform the essential functions of the job must contact their Supervisor with day-to-day personnel responsibilities or the _____ and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The _____ will ensure an investigation is conducted to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. _____ Church will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, _____ Church will make a reasonable accommodation.

Non-equal Employment Opportunity Discrimination

_____ Church is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best qualified and available person in each job. _____ Church policy prohibits unlawful discrimination based on race, color, sex, marital status, gender, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, status as a veteran, or any other consideration made unlawful by federal and state laws and local ordinances applicable to nonprofit religious corporations. Such discrimination is unlawful. As an integral part of the Christian Church, _____ Church can and does discriminate on the basis of its religious beliefs and practices.

This equal employment opportunity policy applies to all persons involved in the operations of _____ Church and prohibits unlawful discrimination by any employee of _____ Church.

Reporting Discrimination or Harassment

If you believe that you have been unlawfully discriminated against (harassment, disabilities or non-equal employment opportunity), report verbally and follow up with a written complaint to the _____ as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Supervisors will refer all complaints to the _____. _____ Church will as soon as is possible undertake effective, thorough and objective investigation of the allegations.

In addition, if you believe that another person in our organization has experienced unlawful discrimination by any employee including supervisor, manager, volunteer, customer, vendor, or other person doing business with or for _____ Church, you should report the discrimination as indicated above.

If _____ Church determines that unlawful discrimination has occurred, appropriate remedial action will be taken in accordance with the circumstances involved. Any employee or volunteer determined by _____ Church to be responsible for unlawful discrimination will be subject to appropriate disciplinary action, up to and including termination. _____ Church will not retaliate against you for filing a complaint.

All employees and volunteers are responsible to do their part to assure that our workplace is free from unlawful discrimination.

These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPA as part of the process of developing your policies and procedures.