



## HARASSMENT POLICY

The Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) maintain a firm policy prohibiting all forms of harassment and discrimination in the workplace. Specifically forbidden is harassment based on race, color, religion, gender, national origin, age, disability and sexual harassment. Harassment is offensive to the individual; it is offensive to the values of the Gospel and the Church's teachings on the dignity of the human person. Any employee should be able to work in an atmosphere free of harassment and intimidation.

The Archdiocese of Cincinnati and its Affiliates are committed to maintaining a work environment free of inappropriate and disrespectful conduct and communication of a sexual nature. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive work environment will not be tolerated under any circumstances.

### DEFINITION

**Harassment** is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment; has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

**Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Allegations of harassment will be dealt with immediately. When verified, the offending party (or parties) will be disciplined appropriately. Initial disciplinary action for harassment will include a written reprimand and counseling by the Director of Human Resources or the appropriate Administrator. Actions of a serious nature or continued harassment can result in dismissal.





## EDUCATION

An integral part of this policy is that all employees will be provided with the opportunity for education in identifying harassment in the workplace.

## PROCEDURE

1. If an employee believes that he/she has been a victim of harassment, at work by anyone including supervisors, co-workers, or visitors, the following steps should be taken. First, if appropriate, clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop and report such conduct to his/her supervisor. If this is not appropriate, the employee must report the complaint to the Director of Human Resources or appropriate Administrator. Employees who believe that they have been victims of harassment need not use the Employee Problem Solving Process (Policy 7.3).
2. The Director of Human Resources or appropriate Administrator will arrange a meeting with the complainant. If the employee would feel uncomfortable in discussing the situation alone, the employee may bring another person to this meeting.
3. The Director of Human Resources or appropriate Administrator will listen to the employee's allegation and will explain the Archdiocesan policy on harassment as well as the employee's rights and protection in such matters. If the alleged harassment involves any type of threat of physical harm to the victim, the Director of Human Resources or appropriate Administrator may place the alleged harasser on Leave For Decision Making with pay in accordance with the Corrective Counseling Policy. The Director of Human Resources or appropriate Administrator will ask the employee to complete the **Harassment Report Form**.
4. The Director of Human Resources or appropriate Administrator will immediately and thoroughly investigate the allegation of harassment in order to verify the allegation and obtain information from witnesses (if any). The Director of Human Resources or appropriate Administrator will maintain as much confidentiality as possible and will not discuss the situation with anyone who does not have a need to know.
5. If the investigation supports charges of harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.
6. If the allegation cannot be substantiated, the party or parties against whom the allegation has been made will be counseled that while no charge is being made, if such actions should occur again, disciplinary action may occur.
7. When it is appropriate and agreeable with both sides, the Director of Human Resources





8. or appropriate Administrator will bring the parties together to assist the parties in understanding and setting limits for interaction between them.
9. Under no circumstances will retaliation be permitted against anyone who has brought an allegation of harassment.
10. If an allegation of harassment is made against the Director of Human Resources, the Director of the Department of Executive Services will oversee the implementation of steps 1 through 8. If an allegation of harassment is made against the principal or another administrator, the pastor will oversee the implementation of steps 1 through 8. If an allegation is made against the pastor the Director of Pastoral Services will oversee implementation of steps 1 through 8.

## **ENFORCEMENT**

The Archdiocese of Cincinnati, its Affiliates and their respective administrators intend to enforce the policy set forth here and expect all employees, clerics and volunteers to comply. Failure to comply with any of the provisions of the Harassment Policy will be grounds for discipline, up to and including termination for an employee, or removal from position, if a cleric or volunteer.

The Archdiocese of Cincinnati and its Affiliates reserve the right to make changes to this policy at any time and at its sole discretion, and interpret and administer the policy in light of changing circumstances and events.

## **INFORMATION PROVIDED TO PARISHES, SCHOOLS AND OTHER RELATED ENTITIES OF THE ARCHDIOCESE OF CINCINNATI.**

