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## Sexual Harassment Policy

### Memorandum for BBC/A Employees

**Established By: Pastor Sean Harris, Senior Pastor**

I am totally committed to achieving and safeguarding an environment free of sexual harassment for every employee. We will provide a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. I charge each individual with the responsibility to maintain a professional attitude, treat others with dignity and respect, and monitor his/her own behavior. Sexual harassment involves not only unwelcome touching and demands for sexual favors but also any unwelcome sexual-oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to God and others. Sexual harassment is a form of sexual discrimination that violates the Word of God and civil law. The victim as well as the harasser may be a woman or man.

Sexual harassment of employees by supervisors, co-workers, students, volunteers, or others who visit the church or academy (i.e. vendors) is prohibited. Supervisors at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity based on the knowledge that all humans are created in the image of God.

If an employee believes that he or she is being or has been harassed in any way or has observed harassment in any way, they must report the facts of the incident(s) to any supervisor or the Executive Pastor immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. The Executive Pastor will immediately notify the Senior Pastor and Council of Elders if an employee submits a complaint of sexual harassment. Every complaint will be taken seriously, investigated promptly, and held highly confidential. Violation of this policy will result in disciplinary action up to, and including termination. The Executive Pastor will keep the Council of Elders fully apprised of the actions the church takes with a sexual harassment complaint. In the event that a complaint involves the Executive Pastor, the Senior Pastor will investigate and keep the Council of Elders informed.

I am committed to setting a good example, and I will hold all leaders and supervisors responsible for setting a good example as well.

Cc: Church Clerk, Executive Pastor