

## *Harassment*

The Archdiocese is committed to a workplace free of discrimination and harassment based on legally protected characteristics. All employees are expected to be sensitive to, and respectful of their co-workers and others with whom they come into contact while representing the chancery. Therefore, the chancery prohibits harassment, discrimination and retaliatory conduct by any employee towards any other person, including co-workers and third parties, such as customers, clients, vendors and visitors to the workplace. The chancery also prohibits third parties, including customers, clients, vendors, and visitors to the workplace, from harassing, discriminating, or taking retaliatory action against any employee. Supervisors are responsible for taking prompt and proper action, in consultation with the Office of Human Resources, to end such behavior in the workplace.

- HR 28. Harassment of a sexual nature, or based on age, ancestry, breastfeeding in a public place, childbirth or related medical conditions, color, creed, disability, gender identity, genetic information, honorably discharged veteran or military status, marital status, national origin, political ideology, race, religion, sex, sexual orientation, use of a service animal, or any other characteristics or activities protected by law is prohibited. This may include but is not limited to:
- Offensive physical actions, written or spoken, and graphic communication (for example, obscene hand or finger gestures, or sexually explicit drawings);
  - Any type of physical contact when the action is not welcome by the recipient (for example, brushing up against someone in an offensive manner);
  - Expectations, requests, demands or pressure for sexual favors;
  - Slurs, jokes, posters, cartoons, and gestures that are offensive.

Definition: Harassment is defined as serious or pervasive verbal or physical conduct toward an individual because of his/her age, ancestry, breastfeeding in a public place, childbirth or related medical conditions, color, creed, disability, gender identity, genetic information, honorably discharged veteran or military status, marital status, national origin, political ideology, race, religion, sex, sexual orientation, use of a service animal, or that of his/her relatives, friends, or associates, that:

- Has the purpose or effect of creating a hostile, intimidating or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

A hostile work environment is one that a reasonable person, in the same or similar circumstances, would find hostile or abusive. It is determined by looking at a totality of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.

- HR 29. Any such offensive conduct will be considered a prohibited form of harassment when any of the following is true:
- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status;
  - Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance;
  - A third party is offended by the sexual conduct or communication of others.
- HR 30. Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee found guilty of engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.
- HR 31. Any employee who believes he or she is being harassed, becomes aware that another employee is being harassed, or observes harassing behavior or actions as defined by HR 28 is required to promptly report it. Reports are to be made to the employee's supervisor unless the complaint is against the supervisor, in which case the report may be made to the supervisor's supervisor or directly to the Office of Human Resources. All supervisors are required to communicate any reports of harassment to the Office of Human Resources. All reports will remain confidential to the extent possible in addressing the issue.
- HR 32. Employees will be protected from retaliation for reports made in good faith. Retaliation against any individual for making a complaint of harassment, opposing harassment, or for cooperating in a harassment investigation shall not be permitted.