

[Church Name]

SEXUAL HARASSMENT POLICY (SAMPLE)

Purpose:

Sexual harassment perpetrated by or against any employee, clergy, leader or member of [Church Name], or any other person(s) involved with the church shall not be tolerated. [Church Name] will comply with all state regulations pertaining to sexual harassment.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitute sexual harassment.

Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or relationship with the church.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or ministry/program decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to participate in church activities or has the purpose or effect of creating an intimidating, hostile or offensive working or worshipping environment.

Any occurrences of sexual harassment will be immediately reported to the Pastor.

Sexual Harassment Grievance Resolution Procedure

1. Any member, friend or guest of [Church Name] who believes they have experienced any form of sexual harassment as defined above is encouraged to notify the Pastor immediately.
2. Immediately following notification, the Pastor will request a written Statement of Grievance from the complainant. The statement will include details of the nature and cause of the grievance, names of the individuals involved, names of witnesses (if any), and a description of the incident(s) giving rise to the grievance. The statement will be signed and dated by the complainant.
3. The Pastor will appoint a Grievance Review Committee (three uninvolved individuals from a pool selected by the Board of Directors). The committee will gather all available information about the grievance, interview all involved person(s), prepare a written report

of findings and recommend a resolution with 30 days. The duly appointed chairperson of the Grievance Review Committee will present the committee's findings and proposed resolution to the Board of Directors for final review and approval.

4. Proceeding the Board of Directors approval, the Pastor will present a summary of the committee's findings and resolution to the complainant. The Pastor will be responsible for implement the resolution.
5. All credible allegations of sexual abuse of minors shall be reported to law enforcement authorities.

I have read the Sexual Harassment Policy, I understand and I agree to abide by the terms.

Name

Date

Date Revised: _____