

St. John the Baptist Church

New Brighton, MN

Policy on Harassment

The Archdiocesan Code of Conduct for Church Volunteers prohibits physical, psychological, or sexual harassment of any person or the toleration of such harassment by others. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall be considered harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a church volunteer;
- Submission to or rejection of such conduct by an individual is used as the basis for volunteer decisions affecting such individual; or
- Such conduct has the purpose or effect of consistently interfering with an individual's volunteer work or creating an intimidating, hostile, or offensive environment.

If a volunteer feels he or she has been subjected to conduct which violates this policy, the volunteer should immediately report the matter to their church liaison, the church administrator, or the Pastor. If the volunteer is unable to contact their liaison, the church administrator or the Pastor, or does not receive a satisfactory response within five business days after reporting an incident that the volunteer perceives to be harassment or the perceived harassment involves a member of the clergy, the employee should contact the Archdiocesan Director of Ministerial Standards and Safe Environment. If the person toward whom the complaint is directed is one of the individuals indicated above, the volunteer should contact any higher-level in their Archdiocese or the police.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Additionally, all parties involved in a harassment complaint are to maintain strict confidentiality while the complaint is being investigated and evaluated.

The Parish will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If a volunteer feels he or she has been subjected to any such retaliation, the volunteer should report it in the same way the volunteer would report a claim of perceived harassment under this policy. Violation of this policy – including any improper retaliatory conduct – will result in disciplinary action, up to and including separation.

Anyone who knowingly makes false charges against an employee or volunteer to demean, harass, abuse, or embarrass that individual will be subject to disciplinary action up to and including separation.