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## Unlawful Harassment Policy

**Discrimination:** It is the policy of Aversboro Road Baptist Church that unlawful discrimination is prohibited. Any employee who believes that he/she has been subjected to unlawful discrimination should contact his/her supervisor. If the supervisor cannot be approached, the following people, in this order, should be notified: Chair of Deacons, Chair of the Personnel Committee.

**Harassment due to gender, race, color, national origin, age, or disability:**

Aversboro Road Baptist Church will not tolerate any unlawful harassment of employees. Types of unlawful harassment covered by this policy include harassment of an individual because of the person's gender, race, color, national origin, age, or disability. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to suspension, termination, or appropriate legal action. Aversboro Road Baptist Church also forbids retaliation of any type against an employee for reporting any type of unlawful harassment.

**Definition of Sexual Harassment:** Aversboro Road Baptist Church also strictly prohibits sexual harassment in any form. The definition of Sexual harassment is as follows:

Unwelcome sexual advances, requests for sexual favors, and other graphic or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) submission to or a rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has a purpose or effect or unreasonably interferes with an individual's work performance or creating a hostile or offensive working environment.

**What to do if harassment is perceived:** If an employee feels that he/she has been unlawfully harassed at work, or if he/she feels that a fellow employee is being unlawfully harassed, Aversboro Road Baptist Church encourages the employee to notify his/her supervisor immediately. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of harassment, and the name(s) and position(s) of the offending party and any witnesses to the alleged harassment. If the supervisor is involved in any way, or if the employee believes that for some reason the supervisor cannot be approached, the following people, in this order, should be notified: Chair of Deacons, Chair of the Personnel Committee.

**Responsibilities:** The employee is encouraged to report any such acts when they happen. All reports of unlawful harassment will be investigated thoroughly and promptly. Officers and Supervisors who fail to effectuate this policy or who fail to report immediately the allegations of the type which are prohibited by this policy will be subject to discipline up to and including termination. In all cases, the employee who reports unlawful harassment will be advised of the results of the investigation. To the greatest extent possible, Aversboro Road Baptist Church will attempt to maintain the confidentiality of any harassment investigation. The disclosure of any information relating to a charge of unlawful harassment will be made only on a need-to-know basis.

Aversboro Road Baptist Church requires that all employees fully comply with this policy.