



Policies of the Diocese of Kansas City ~ St. Joseph

Policy # 210.4

Sexual Harassment

Approved By: Most Reverend Robert W. Finn, D.D.

Approved: August 9, 2006

Effective: August 9, 2006

Revised:

I. STATEMENT OF POLICY

A. Harassment by Diocesan personnel, which includes priests, religious, pastoral administrators, deacons, presidents and principals of schools, administrators and directors of ministries and services, officers and affiliates, lay employees and lay volunteers on the basis of sex, race, color, religion, national origin, age, veteran status, disability or other classes protected by applicable law is contrary to Christian morals and principles, violates federal and state law and is obviously outside the scope of the duties of church ministry and employment.

B. The Diocese is committed to providing a productive work environment. Diocesan personnel should always treat other co-workers respectfully and with dignity. Sexual harassment by and of diocesan personnel is contrary to the policy of the Diocese and is strictly prohibited.

II. SEXUAL HARASSMENT / DEFINITIONS

A. Unwelcome sexual advances, requests for sexual favors and other verbal, written and physical conduct of a sexual nature may constitute sexual harassment.

1. When submission to such conduct is made a term or condition of a person's employment, or
2. When submission to or rejection of such conduct is the basis for employment decisions, or
3. When such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive working environment.

B. Sexual harassment may take many forms, including but not limited to the following behaviors and activities:

1. Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender specific traits, unwanted sexual advances, or sexual propositions;
2. Nonverbal: Making suggestive or insulting noises, leering, whistling or making obscene gestures;
3. Visual: Suggestive pictures, pin-ups, calendars, drawings, cartoons, or other items;
4. Physical: Kissing, touching, pinching, brushing the body, sexual contact or assault;
5. Threats or demands to submit to sexual requests as a condition of continued employment or to avoid loss, or offers of employment benefits in return for sexual favors.

C. Retaliation for sexual harassment complaints, which is strictly forbidden, may take many forms, including but not limited to the following:

1. Disciplining or changing work assignments because of a complaint of sexual harassment or retaliation;
2. Refusing to cooperate or discuss work-related matters with an employee who has complained about or resisted sexual harassment or retaliation.

III. WHAT TO DO ABOUT SEXUAL HARASSMENT

A. Any person who believes he or she has been subjected to sexual harassment should take the following steps:

1. Immediately report the conduct to his or her supervisor; or
2. Report the conduct to the Diocesan Personnel Director at the Chancery; or
3. Report the conduct to the Vicar General at the Chancery.

B. Any person who has observed sexual harassment or retaliation for making a sexual harassment complaint directed toward other Diocesan personnel should report his or her observations to his or her supervisor or the Diocesan Personnel Director, or the Vicar General at the Chancery.

IV. SEXUAL HARASSMENT / INVESTIGATION AND RESOLUTION OF COMPLAINTS / ASSURANCE OF NON-RETALIATION

A. Allegations of sexual harassment shall be investigated in as impartial and confidential manner as possible, and, if necessary, prompt corrective or disciplinary action will be taken. Sexual harassment may constitute grounds for termination of employment.

B. Retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of sexual harassment is prohibited.

C. Reports of harassment which the person knows to be untrue, however, will not be tolerated and may be grounds for discipline, up to and including termination.