

EMPLOYEE AGREEMENT HARASSMENT

1. **Personal Conduct.** Employees of the Southwest Region Conference are to exemplify the Christ-like life and shall avoid all appearances of wrongdoing. They shall not indulge in sexual behavior that is harmful to themselves or other and that casts a shadow on their dedication to the Christian way of life.

2. **Mutual Respect.** Employees of the Southwest Region Conference shall respect and uplift one another. They must never place another worker in a position of embarrassment or disrespect due to sexual overtones. To do so would be a violation of God's law and the law of the land which protects human rights in the workplace.

3. **Definitions.**

A. Sexual harassment by the employer, supervisor(s), coworker(s), and in some instances, non-employee(s), includes but is not limited to the following:

1) Unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of asexual nature which affects an individual's employment status or the terms, conditions, or benefits of his/her employment. Such advances constitute sexual harassment when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, affecting such an individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
- d) Where threats or suggestions are made that the individual's job, future promotions, wages, etc, depend on whether or not he/she submits to sexual demands or tolerates harassment.

2) Unwelcome sex-oriented comments (e.g., kidding, teasing, joking, degrading or offensive sexual comments, sexual tricks);

3) Requests or pressure for sexual activity;

4) Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another person's body);

5) Suggestions, threats, or demands for sexual favors.

6) Inappropriate visual conduct which creates embarrassment or suggests an interest in sexual activity.

B. Harassment on account of age, race, ethnicity, or disability includes, but is not limited to, the following:

1) Subjecting employees to derogatory remarks, insults, slurs, jokes, or tricks based on age, race, ethnicity or disability

2) Denying employees opportunities to participate in training or education on account of their age, race, ethnicity, or disability;

3) Limiting opportunities for promotion, transfer, advancement on account of their age, race, ethnicity or disability;

4) Requiring employees to perform physically more difficult tasks or less desirable work assignments in order to force them to retire or resign their employment.

4. **Working Environment.** Harassment in the workplace will not be tolerated. All employees are expected to avoid any unwelcome behavior or conduct toward any other employee which could be interpreted as harassment. Each organization shall designate a process by which an employee may lodge a complaint.

5. **Reporting Incidents.** If an employee encounters sexual harassment or harassment on account of age, race, ethnicity, or disability from supervisors, fellow employees, clients or non-employees, the following steps will be taken immediately:

- a. Make it clear that such behavior is offensive and must be stopped immediately.
- b. Report the incident(s) to the appropriate person. The complaint shall be in written form.
- c. The person to whom the complaint is made shall conduct all discussions in an objective and thorough manner, and shall advise the complainant not to discuss the matter elsewhere due to the sensitivity of the complaint. The person to whom the complaint is made shall keep any information received strictly confidential, except as necessary to investigate or rectify the matter.

6. **Third-Party Reports.** All employees who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity, or disability in the work place are responsible for reporting such incidents to the appropriate person for investigation.

7. **Investigation.** Complaints of sexual harassment and harassment on account of age, race, ethnicity, or disability shall be investigated promptly. The determination of whether or not a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability shall be made from the facts on a case-by-case basis.

The person who is authorized to direct the investigation shall inform Adventist Risk Management, Inc. for insurance purposes. The investigation shall include, at a minimum, confidential interviews with all involved persons and shall obtain written statements regarding the incident(s). The investigation and results shall be documented in writing, and the results shall be reviewed with the complainant and accused employee with an explanation of any corrective action to be taken. All individuals involved shall be cautioned to maintain the investigation and results in strict confidence.

8. **Corrective Action.**

- a. If the investigation indicates that harassment has not occurred, the complainant and accused employee shall be notified of the results and cautioned regarding future compliance with the Conference's harassment policy. All persons, entities, or organizations which were notified of the indication of these proceedings shall also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the accused.
- b. If harassment is found to exist, appropriate officers shall take prompt corrective action. Depending on the severity of the act, the discipline may range from a written warning (copy of which is placed in the offending persons personnel file) to immediate dismissal.

9. **No Retaliation.** Supervisors and coworkers are prohibited from retaliating, intimidating, or harassing employees who complain of sexual harassment, or harassment on account of age, race, ethnicity, or disability.

+++++

SOUTHWEST REGION CONFERENCE
EMPLOYEE AGREEMENT

I have read the NAD D70 **HARASSMENT** policy. As an employee in the Southwest Region Conference of Seventh-day Adventists I agree to abide by its requirements.

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____