

XYZ CHURCH

HARASSMENT POLICY

I. Introduction

XYZ Church strives to create and maintain an environment in which people are treated with dignity, decency and respect. Our environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Everyone should be able to work and learn in a safe, yet stimulating atmosphere.

The accomplishment of this goal is essential to our mission. For that reason, XYZ Church will not tolerate harassment of any kind. This Policy applies to all church members and staff and to all volunteers and independent contractors.

II. Prohibited Behaviors

Examples of behaviors that are unacceptable:

- Striking another person.
- Swearing or using profane language in normal conversation or when directed in a negative manner against another person or group.
- Expressing innuendo or gossip about another person.
- Unfairly and routinely criticizing the work of another, making undignified remarks to another employee or program participant, or saying things in a group discussion that are humiliating to another.
- Exhibiting a superior attitude, making threatening remarks, and engaging in intimidating behavior in order to make that person feel small.
- Making offensive or insulting statements to or about another person.

III. Education and Training

The education and training of those covered by this Policy will include but not be limited to the following:

- A. Providing a copy of this Policy to all staff, volunteers, and independent contractors.
- B. Training all pastors and staff on this Policy.
- C. Training all newly elected/ordained Elders, Deacons and Trustees about this Policy.
- D. Providing information to the congregation about this Policy and its procedures for identifying and reporting all types of harassment.

Violations of the Policy may be subject to the provisions of Church Discipline in the Book of Order.

Approved by Session On: (Date)