### **Sexual Harassment Prevention Policy**

[Organization Name] is committed to providing a workplace that is free from harassment and disrespectful behavior. As a religious organization, we affirm our commitment to the dignity and respect of all individuals in our community, guided by our religious beliefs and principles. Sexual harassment in any form violates the trust and respect we strive to uphold, and it will not be tolerated in our workplace.

This policy applies to all employees, volunteers, clergy, contractors, and anyone engaged in the work or mission of [Organization Name]. It covers all activities on our premises, during work hours, and at work-related events.

**Definition of Sexual Harassment**Sexual harassment does not need to be motivated by sexual desire to be unlawful, or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment regardless of whether the treatment is motivated by sexual desire.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual.
3. 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.

Examples of prohibited behavior include, but are not limited to:

* Unwanted sexual advances.
* Offering employment benefits in exchange for sexual favors.
* Retaliation for reporting or refusing sexual advances.
* Physical conduct of a sexual nature such as assault, unwanted touching, or impeding normal movement.
* Unwanted verbal conduct of a sexual nature such as lewd comments, sexually explicit jokes, or inquiries into sexual experiences.
* Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures.
* Communications via electronic media of any type that includes any conduct that is prohibited by this policy.

**Religious Exemption and Protected Classes**As a religious organization, [Organization Name] operates in accordance with its religious beliefs and retains the right to make employment decisions consistent with those beliefs, while still maintaining a commitment to a harassment-free workplace.

While the federal and state laws regarding harassment based on various protected characteristics are not applicable to religious organizations, [Organization Name] acknowledges the following **broadly protected classes**, which are generally considered protected by religious employers. These include:

* Race
* Color
* National origin
* Ancestry
* Age (40 and older)
* Disability (physical or mental)
* Genetic information
* Sex (including pregnancy, childbirth, breastfeeding, and related medical conditions)
* Military or veteran status

[Organization Name] affirms its commitment to maintaining a workplace free of harassment based on these characteristics, while also reserving its right, as permitted by law, to make employment decisions consistent with the religious tenets, beliefs, and practices of the organization. Decisions related to employment may consider alignment with the mission, faith, and religious identity of [Organization Name].

**Reporting Procedures**Employees and volunteers are encouraged to promptly report any incidents of sexual harassment to:

* [Name], [Position], [Contact Information]
* [Name], [Position], [Contact Information]

All complaints will be treated seriously and investigated promptly, thoroughly, and impartially. Confidentiality will be maintained to the extent possible, consistent with the need to investigate the complaint and address the situation.

**Investigation and Resolution**Upon receiving a complaint, [Organization Name] will conduct a fair and thorough investigation. The investigation may include interviews with the complainant, the alleged harasser, and any witnesses. The organization will take appropriate corrective action if sexual harassment is found to have occurred, up to and including termination of employment or other disciplinary measures.

**No Retaliation**[Organization Name] strictly prohibits any form of retaliation against an individual for reporting sexual harassment or participating in an investigation. Retaliation is a serious violation of this policy and will be addressed accordingly.

**Conclusion**[Organization Name] is dedicated to maintaining a workplace that reflects our religious mission and is free from sexual harassment. All employees and volunteers are expected to support this policy and promote a respectful, safe environment.

**Acknowledgement**

I have received my copy of [Organization Name]’s Harassment Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that [Organization Name] is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_