

1 Approved by: Church Board

2 Date: September 13, 1999

3 **SEXUAL HARASSMENT POLICY**
4 **HILLSIDE CHRISTIAN CHURCH**

5 Any form of harassment, including sexual harassment, is absolutely prohibited. Any
6 incident of possible harassment should be brought immediately to the attention of the Senior
7 Minister and/or their Department Head who will thoroughly investigate the matter in confidence.
8 After reviewing all the facts, Hillside Christian Church will make a determination concerning
9 whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action,
10 up to and including discharge, will be taken against any employee who is found to have engaged
11 in harassment. Any layperson so charged in situations following above guidelines where it is
12 found that reasonable grounds do exist, will be removed from all volunteer tasks.

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14 Sexual harassment shall include but not be limited to:

- 15 1. Sexual harassment is an unwanted sexual advance or attention.
- 16 2. Sexual harassment is any attempt to coerce an unwilling person into a sexual
17 relationship.
- 18 3. Sexual harassment is an attempt to punish a person who refuses to comply sexually.
- 19 4. Sexual harassment shall involve a wide range of behaviors from verbal innuendo,
20 subtle suggestions, overt demand to physical abuse.
- 21 5. Sexual harassment is not exclusively a sexual issue, but must be understood as an
22 exploitation of a power relationship.
- 23 6. Sexual harassment is an unwanted sexual advance.
- 24 7. Sexual harassment shall be any inappropriate "sexual" action from any
25 employee/volunteer directed towards children, youth or adults in church related
26 programs and/or activities
- 27 8. Any inappropriate "sexual" action from any employee/volunteer acting on behalf of
28 Hillside Christian Church towards any individual

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30 Inappropriate actions that are classified as sexual misconduct includes:

- 31 1. Sexual misconduct shall be unwanted sexual advances.
- 32 2. Sexual misconduct shall be offering employment benefit in exchange for sexual
33 behaviors.
- 34 3. Sexual misconduct shall be making threatening reprisals after a negative response to
35 sexual advances.
- 36 4. Sexual misconduct shall include visual conduct: leering, making sexual gestures,
37 displaying of sexually suggestive objects or pictures, cartoons and posters.
- 38 5. Sexual misconduct shall include verbal conduct: making or using derogatory
39 comments of a sexual nature or about a person's body, epithets, slurs, and sexual
40 jokes
- 41 6. Sexual misconduct shall include verbal sexual advances or propositions of a sexual
42 nature, graphic verbal commentaries about an individual's body, sexually
43 degrading words used to describe an individual, suggestive or obscene letters,
44 notes, or initiations which shall include face to face and/or telephone or recorded
45 verbal words.
- 46 7. Sexual misconduct shall include physical conduct: inappropriate touching, assault,
47 impeding, blocking movement, fondling, unwelcome hugs, unwelcome kisses and
48 genital contact.