

APPENDIX A
Archdiocese of Baltimore
Harassment Policy

I. Policy

The Archdiocese of Baltimore is committed to promoting a collegial and professional work environment in which all individuals are treated with respect and dignity consistent with Catholic social teaching. Accordingly, it is the policy of the Archdiocese to maintain a working environment free from discrimination and harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap.

II. Scope

This Policy applies to all Archdiocesan employees serving in parishes, schools, Central Services, institutions, programs and ministries operating under the jurisdiction of the Archdiocese of Baltimore (with the exception of Catholic Charities which has a separate policy). The Archdiocese neither condones nor tolerates harassment, whether at the office, work assignments outside the office, employer-sponsored social functions, or in any work-related setting. Harassment of staff, whether engaged in by co-workers, supervisors, or non-employees, is prohibited. Violation of this Policy by an employee is grounds for disciplinary action up to and including termination, depending on the nature and severity of the offense and the employee's disciplinary record. Ordained ministers are also expected to observe the standards set forth in this Policy.

III. Prohibited Conduct

- A.** For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap that:
- (i) Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - (iii) Otherwise adversely affects an individual's employment opportunities.
- B.** Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made a term or condition of employment, is used as the basis for employment decisions, or has the purpose or effect of unreasonably interfering

with an individual's work performance or creating an intimidating, hostile or offensive working environment.

IV. Procedure

- A.** Any employee who believes that he or she is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the employee's supervisor, the employee's Division Director, the Director of Human Resource Services, the Executive Director of the Department of Human Resources, or the Chancellor of the Archdiocese. Supervisors who receive reports of alleged harassment are expected to contact the Director of Human Resource Services for assistance in conducting the investigation.
- B.** Employees are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C.** Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D.** Once the investigation is complete, Central Services administration will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Executive Director of the Department of Human Resources.

V. Dissemination

A copy of this Policy will be given to every current employee and to all ordained ministers at the time of its adoption. In addition, the Policy will be reviewed by all new employees at the time of hire and by all ordained ministers who are newly assigned in the Archdiocese of Baltimore.