200 Harassment Policy

200 HARASSMENT POLICY

The Archdiocese of Baltimore is committed to promoting a collegial and professional work environment that is free of harassment and in which all individuals are treated with respect and dignity consistent with Catholic social teaching.

200.1 HARASSMENT PROHIBITED

Policy:

It is the policy of the Archdiocese to maintain a working environment free from harassment on the basis of race, color, sex, gender, national origin, religion, age, genetic information, disability, handicap, marital status, sexual orientation, gender identity or any other protected classification.

200.2 SCOPE OF POLICY

202.1 Applicable to All Employees and Programs:

This Harassment Policy applies to all Archdiocesan employees and to employees of parishes, schools, and any other institutions, programs, and ministries affiliated with the Archdiocese of Baltimore (with the exception of Catholic Charities, which maintains a separate policy). Ordained ministers are also expected to observe the standards set forth in this Policy.

202.2 Harassment Prohibited Regardless of Location and Persons Involved:

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.

200.3 DEFINITIONS OF PROHIBITED CONDUCT

Harassment:

Harassment means verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her race, color, sex, gender, national origin, religion, age, genetic information, disability, handicap, sexual orientation,gender identity or any other protected classification 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.

Harassing Conduct:

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, genetic information, disability, handicap, sexual orientation, gender identity or any other protected classification.

Sexual Harassment:

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.

200.4 PROCEDURES FOR ADDRESSING HARASSMENT

204.1 Reporting Harassment:

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, a Human Resources representative, or the Chancellor of the Archdiocese.

204.2 When to Report Harassment:

Employees are encouraged to report harassment as soon as it is experienced, and before it becomes severe or pervasive, so that preventive action can be taken.

204.3 Investigation of Claims of Harassment:

All complaints of harassment shall be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible. Supervisors who receive reports of alleged harassment shall contact a Human Resources representative to initiate, and for assistance in conducting, an investigation.

204.4 Retaliation Forbidden:

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party, a witness or other party who participated in the investigation of the alleged harassment, or anyone else as a result of the filing or investigation of a harassment complaint, is considered a serious violation of this Policy and shall be reported to a Human Resources director or manager immediately.

204.5 Corrective Action:

Following completion of the investigation, immediate and appropriate corrective

action will be taken to address any violations found.

204.6 Reporting Outcome of Investigation:

Ordinarily, harassment complaints will be investigated by the Division of Human Resources. The complaining party and the complained-of party will be informed of the outcome of the investigation, but will not be provided a copy of the investigation report.

200.5 SANCTIONS FOR VIOLATION OF HARASSMENT POLICY

Policy:

Employees who violate the Harassment Policy, including by engaging in retaliation, will be subject to disciplinary action up to and including termination, depending on the nature and severity of the offense and the employee’s disciplinary record.