

Polk Presbyterian Church

Anti-Harassment Policy

Revision 1.0

November 2023



Purpose

We have been created in God's image and thus has made us equal in Christ. Harassment is not acceptable in God's eyes and in the laws governing our land. Accordingly, the policy of Polk Presbyterian Church (PPC) is that it is never acceptable for anyone to engage in any form of harassment or misconduct. Everyone is to be welcomed into our congregation and made to feel comfortable in the presence of our church family. We are to treat each other with fairness, respect and dignity regardless of our age, race, disability, appearance, gender, creed, political affiliation, nationality, denomination or social standing.

Standard of Conduct

All workers, volunteer, paid, full-time and part-time, of Polk Presbyterian Church are rare subject to this Anti Harassment Policy. Any actions contrary to the church policy will be dealt with immediately and may include disciplinary measures in the *Book of Order* Section D up to and including termination, as well as legal ramifications when applicable.

Definitions

Verbal Abuse - Verbal abuse includes, without limitation, comments that are offensive or unwelcome including epithets, slurs and negative stereotyping. This includes derisive speech calling out groups or political entities as racial, hateful or immoral based on ones own differing personal political views.

Nonverbal Harassment - Nonverbal harassment includes, without limitation, distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.

Quid Pro Quo Harassment - Harassment where submission to harassment is used as the basis for employment or volunteer placement decisions

Hostile Environment -An environment that creates an offensive and unpleasant working environment.

Chilled Environment - An environment where members are afraid to freely voice concerns due to the actions of others by used of put downs, verbal "slams" name calling or management intimidation.

a) Principles

1. Courteous, mutually respectful, pleasant, non-coercive interactions between employee and members will be observed at all times.

2. Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is forbidden and is a violation of this policy.

b) Education and Training - The education and training of those covered by this policy will include but not be limited to the following:

1. A copy of this policy will be given to all staff, and volunteers including newly elected pastors, elders and session members.
2. Provide information to the congregation about this policy and make it readily available to anyone who request to see it.

c) Reporting Procedures - Any person who is subject to actual or perceived harassment should (preferably) directly and firmly confront by the person who committed the offense.

d) Investigation of an Allegation - The person who received the report will commence an investigation. It may be as simple as speaking directly to the offender, but it is recommended that another member of church management be present as a witness. In extreme cases, church discipline will be invoked and/or civil authorities contacted. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.

1. If the harassed individual is not comfortable confronting his harasser, he/she will report the offense to either the pastor, or ruling elder.
2. Full cooperation will be given to civil authorities when applicable.

e) Acknowledgment of this policy - All workers, volunteer, paid, full-time and part-time, of Polk Presbyterian Church are to receive copy this policy and complete the acknowledgment form below. A copy of the acknowledgement will be kept in a locked file by the Clerk of Sessions for each applicable person.

ACKNOWLEDGMENT OF RECEIPT OF THE POLK PRESBYTERIAN CHURCH ANTI-HARASSMENT POLICY

I hereby acknowledge that I have received copy of the PPC Anti-Harassment policy and that I have read understand and comply with this policy.

Signature

Date