



## **Discrimination & Sexual Harassment Policy Feb 2021**

Crossroads Church is committed to providing a work environment that is pleasant, professional, and free from unlawful discrimination, harassment, intimidation, hostility, or other offenses which might interfere with work performance. Harassment of any sort—verbal, physical, visual, sexual—is not tolerated. This policy applies to everyone in a Crossroads work environment—salaried and hourly workers, temporary employees, contractors, and volunteer staff.

This policy provides guidance on the type of conduct that constitutes unlawful discrimination and harassment. Such behavior is unacceptable in the Crossroads work environment and will result in discipline up to and including discharge. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful or improper discrimination or harassment.

Crossroads will promptly investigate all complaints of discrimination or harassment and will take prompt and effective remedial action.

All Crossroads employees, regardless of position, have a responsibility to keep the Crossroads work environment free from unlawful harassment and discrimination. Any employee who becomes aware of an incident of harassment or discrimination, whether by witnessing the incident or by being told of it, must report it to their supervisor. When a supervisor becomes aware of the existence of harassment or discrimination, he/she must report incident immediately to Senior Pastor or CEO. Crossroads is obligated by the law to take prompt and effective remedial action, whether or not the victim wants the supervisor to do so.

### **Unlawful discrimination and harassment**

Crossroads Church believes that God created people of all sexes, races and ethnicities in His own image and that its employees are the key to the ministry to which we have been called.

Discrimination is contrary to our established values and adversely affects those in the workplace. Crossroad Church is committed to ensure that its recruiting, hiring, promoting, and other employment practices and procedures do not unlawfully discriminate against individuals based on any protected characteristic. However, as a church organization, Crossroads reserves the right to discriminate on the basis of religion as permitted by law. If an employee believes that he or she has been unlawfully denied an equal employment opportunity, the employee should immediately inform the Pastor of Operations or any supervisor with whom the employee is comfortable making such a report. An employee who unlawfully discriminates against another shall be disciplined, up to and including termination of employment.

Crossroads Church forbids unlawful harassment, which is harassment based upon a person's race, color, religion, national origin, age, sex, weight, height, marital status, veteran status, disability, or any other characteristic protected by law.

**Such harassment is unlawful if it is unwelcome, and when:**

Submission to such conduct or communication is made either explicitly or implicitly a term or condition of any individual's employment;

Submission to or rejection of such conduct or communication by an individual is used as the basis for employment decisions affecting that individual, such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or

Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of such conduct include off-color language, jokes, cartoons, nicknames, propositions, suggestive comments, innuendos, crude gestures, and display.

In addition to the above, unlawful sexual harassment can include sexually based or gender-based comments and conduct, whether verbal, nonverbal, visual, or physical in nature. Unlawful sexual harassment can also include requests for sexual favors, sexual advances, repeated unwanted social invitations, and physical contact such as patting, groping, pinching, or brushing against another's body.

**Complaint procedure**

Any person who believes that he or she has been the victim of unlawful or improper discrimination or harassment must report it immediately to his or her immediate supervisor. If such a discussion with an immediate supervisor would be inappropriate, or if the immediate supervisor is involved in the incident, the staff person may bypass the immediate supervisor and report the incidents to the Senior Pastor or CEO.

Any supervisor or member of management who receives an oral or written complaint under this policy or who observes conduct in violation of this policy must immediately report this occurrence to the CEO/Senior Pastor.

Only the parties involved, witnesses, and other persons with a need to know, as determined by the CEO/Senior Pastor, will be made aware of the complaint.

No individual shall be retaliated against for making a good-faith complaint under this policy or for assisting in an investigation under this policy. Anyone who retaliates against a person for filing a good-faith complaint or assisting in an investigation will be subject to discipline, up to and including termination of employment.

**Investigation procedure**

Upon receiving a complaint or observing conduct in violation of this policy, the CEO will conduct or direct an immediate investigation of the allegations. The assistance of an investigator from outside Crossroads Church may be used if necessary.

Upon completion of the investigation, the results will be reviewed by the Senior Pastor and Church Council Moderator. If the investigation pertains to the CEO or Senior Pastor, then the report will go directly to the moderator of Crossroads Church Council. The findings and actions to be taken, if any, will be reviewed with the person(s) making the complaint and the person(s) against whom the complaint was made.

**Corrective action**

If, after an investigation, CEO/ Senior Pastor concludes that a person has engaged in discrimination or harassment prohibited by this policy, prompt and effective remedial action will be taken, which may include corrective or disciplinary action up to and including termination of employment of the offending person(s).

ACKNOWLEDGEMENT OF UNDERSTANDING OF **Discrimination & Sexual Harassment Policy**

I have received and have access to a copy of the **Discrimination & Sexual Harassment Policy** . I have read the entire document and understand its contents. I further recognize that all previously issued handbooks and statements of policy are revoked and now have no force or affect. I understand that Crossroads Church has the right to amend, alter, interpret and make exceptions to policies anytime without notice and that the policies herein are summaries and not complete policies and benefits. I also understand and acknowledge that this document does not constitute a legal agreement and creates no contractual obligations on the part of Crossroads or its associates. I agree that...1.The statements contained in this policy are intended to serve as general information concerning the church and its existing policies, procedures, practices concerning discrimination and sexual harassment. 2. From time to time, the church may need to clarify, amend and or supplement the information contained in the policy and that the church will inform me when the changes occur. 3. I have received and reviewed a copy of the policy and understand the information outlined in it. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability.

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Employee Signature

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Date

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Employee Printed Name

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Date

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Witness Signature

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Date