

EMPLOYEE HANDBOOK FOR CENTRAL ADMINISTRATION

8.0 TREATMENT OF STAFF MEMBERS

1. HARASSMENT

All Diocesan staff members are entitled to be treated with dignity and respect. Department Heads are charged with the responsibility to see to it that all staff members over whom they have control are treated in a manner consistent with the religious and moral standards of the Diocese, and free from verbal or physical harassment (whether on the basis of sex, race, national origin, religion or other legally protected status), and from any actual or implied threat that any harassment must be tolerated in connection with employment.

Harassment includes, but is not limited to, sexual advances; the use of obscene or objectionable language, or name calling; and any action considered offensive, based on the race, religion, national origin, disability or sex of a staff member. This includes jokes, comments, insults, cartoons, innuendoes, personal conduct, or mannerisms that could reasonably be construed as offensive.

Staff members who have been, or feel that they have been, subjected to such treatment shall report the incidents to their supervisor, or to the Moderator of the Curia. There will be no recriminations against any person making any such report in good faith. All pertinent information shall be kept confidential to the fullest extent possible, consistent with the prompt investigation of any such complaints, and with the taking of appropriate disciplinary actions based upon such investigation.

Retaliation against any staff member for complaining of harassment or enforcing this policy violates this policy and is strictly prohibited. Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, coercion, intimidation or harassment against an individual for exercising rights under this policy will be subject to appropriate and prompt disciplinary action.