

## **Respecting the Dignity of Employees:**

Standards on the Prevention of Sexual Harassment at Work  
In All Entities of The Diocese of Arkansas  
(adopted by Executive Council on September 27, 2011)

It is the policy of the Diocese of Arkansas that sexual harassment at work will not be tolerated.

- The diocese (including all its entities) will do everything in its power to prevent the occurrence of sexual harassment.
- The diocese (including all its entities) will provide training and other opportunities to raise awareness of issues surrounding sexual harassment.
- The diocese (including all its entities) will respond appropriately to alleged incidents of sexual harassment.

### **Sexual Harassment at Work**

Sexual harassment by employees and volunteers includes unwelcome sexual advances and requests for sexual favors. Other unwelcome conduct which may constitute sexual harassment includes, but is not limited to, the following:

***a. Verbal:***

- Repeated sexual innuendos, sexual epithets, derogatory slurs, off-color jokes (for example, jokes that include sexual language, innuendo, references, scenarios, etc.);
- Propositions or threats;
- Inappropriate e-mail (for example, e-mail that includes sexual jokes or other references of a sexual nature about any person, gossip or speculation about a person's sexuality, sexual practices, sexual health, pregnancy, virility, etc.).

***b. Visual/Non-Verbal:***

- Derogatory posters, cartoons or drawings (for example, cartoons and calendars that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.);
- Suggestive objects or pictures (for example, photographs that include nudity, sex acts, provocative poses; wallpaper, screensavers, or other electronic displays of a sexual nature);
- Graphic commentaries; leering; or obscene gestures.

**c. *Physical:***

- Unwanted physical contacts (including touching, interference with an individual's normal work movement, unwelcome displays of romantic or sexual affection, aggressive physical contact or assault); and

**d. *Other:***

- Making or threatening reprisals to an individual who opposes, objects to or complains about sexual harassment; possession of inappropriate material of a sexual nature or its display, duplication, or transmission.

The verbal and physical conduct specified in sub-sections a-d above may constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or other work;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or other work decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

## **Mandated Standards for Preventing Sexual Harassment**

### **1. Screening and Selection**

Any and all persons to be employed shall be screened and selected using the following tools and procedures:

- Background Screening: An application form (Appendix A to this policy) completed by the applicant that includes an authorization for the release of information to conduct background screening and reference checks.
- Employees must have a personnel file that is kept where other records are kept.
- Criminal records checks and sexual offender registry checks will be conducted every five (5) years on employees.

### **2. Education and Training Requirements**

Before any persons are employed they are required to complete training approved by the diocese on the prevention of sexual harassment in the workplace. If that is not possible due to time limitations, this policy must be reviewed and discussed with the employee before employment and the training completed within three

months of employment. Within each five-year period of employment the employees must review and discuss the then-current policy.

### **3. Complaint and Investigation Procedures**

The entity will have a procedure to make complaints about alleged sexual harassment, exploitation, misconduct or abuse. Once a complaint has been made, the leader, rector, senior warden, or another person is assigned to investigate the complaint. Once a conclusion has been reached, the maker of the complaint is notified of the conclusions reached and whether or not disciplinary action will be taken. All actions regarding the complaint should be documented in writing for the future. Complaints regarding members of the clergy will be handled in accordance with the Constitution and Canons of the Episcopal Church and of this diocese.

### **For Further Information**

Persons in local congregations and other entities are encouraged to seek clarification and assistance from the bishop's office as to the interpretation and/or application of this policy. The contact person for this information is:

Jason Alexander  
501-372-2168  
866-887-1114 (toll free)  
jalexander@episcopalarkansas.org

# Appendix A

## Diocese of Arkansas Background Screening Authorization Form

*Applicant should complete all relevant information and sign and date the form.*

**Applicant's Full Name (Printed):** \_\_\_\_\_

Maiden Name or Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Episcopal Diocese of Arkansas abides by all applicable state and federal employment laws.

### ADDRESSES (for the past 10 Years)

Present Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Present Address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Former Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long at Former Address? \_\_\_\_\_

Please list all other states and counties of residence since turning age 18:

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(Please circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VF, WV, WY)

I, hereby authorize the Episcopal Diocese of Arkansas and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with Episcopal Diocese of Arkansas.

**I release Episcopal Diocese of Arkansas and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_