

**ST. STEPHEN'S EPISCOPAL CHURCH
WESTBOROUGH, MASSACHUSETTS**

SEXUAL HARASSMENT POLICY

Sexual Harassment in the work place is unlawful gender discrimination under federal and state Law. It is the intent of St. Stephen's Episcopal Church to maintain a workplace free from sexual Harassment. Unlawful sexual harassment will not be tolerated. This policy applies to all employees.

Unlawful sexual harassment is defined as unwelcome conduct which involves sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating hostile, humiliating, or sexually offensive work environment.

Examples of sexual harassment include: explicit or implicit demands for sexual favors in exchange for job benefits; unwelcome letters, telephone calls, or displays of materials of a sexual nature; physical assaults of a sexual nature; unwelcome and deliberate touching, leaning over, cornering, or pinching; unwelcome sexually suggestive looks or gestures; unwelcome pressure for sexual favors; unwelcome pressure for dates; and unwelcome teasing, jokes, or questions of a sexual nature.

An employee who feels that he or she has been sexually harassed or has witnessed sexual harassment has the right and obligation to report such conduct. Each supervisor or manager who is aware of an incident of potential sexual harassment must report such conduct. Reports of sexual harassment should be made to:

The Rev. Jesse W. Abell
3 John Street
Westborough, Ma 01581
508-366-4134

The Rev. Dr. Richard Simpson
Diocese of Western Massachusetts
37 Chestnut St.
Springfield, MA. 01103
(800) 332-8513

St. Stephen's will act quickly to eliminate the harassment and impose corrective action. Any employee found to have engaged in sexual harassment will be subject to appropriate corrective actions, which may range from counseling to immediate dismissal. The person reporting the complaint will be informed of the results of the investigation.

The person receiving the report will direct a prompt investigation of the complaint. St. Stephen's will make every effort to treat complaints and investigation of sexual harassment confidentially.

It is unlawful to retaliate against an employee for making a complaint for sexual harassment or for cooperating with an investigation of a complaint for sexual harassment.

Regardless of whether a complaint of sexual harassment is brought to the attention of the Church as described above, an employee who believes he or she has been sexually harassed may report such conduct to the MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION, 436 DWIGHT STREET, SPRINGFIELD, MA. 01103. (413) 739-2145. (For employees not located in the four western counties of Massachusetts, the address is: 1 Ashburton Place, Boston, MA 02108. (617) 727-3990.) Reports may also be made to the EQUAL OPPORTUNITY COMMISSION, 1 Congress St., Boston, MA 02114. (617) 565-3200.

(03/02/2015)