

**PERSONNEL****SEXUAL HARASSMENT**

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances;
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually-oriented materials;
3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment;
4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer benefits in return for sexual favors;
5. Retaliation for having reported or threatened to report sexual harassment.

Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any individual who engages in such harassment is subject to discipline, up to and including discharge, depending on the seriousness of the offensive conduct. Any employee who engages in sexual harassment may also be subject to legal proceedings.

Every religious education program shall promulgate this policy to all concerned to make it clearly understood that sexual harassment will not be tolerated.

Policy

Adopted: January 12, 1996

NCD/Bishop of Harrisburg