



DIOCESE OF VENICE IN FLORIDA

Human Resources Department

DIOCESE OF VENICE HARASSMENT POLICY

The Diocese of Venice is committed to providing a professional work environment that is free from harassment, intimidation, hostility and other offensive working conditions. Harassment on the basis of one's protected status, (i.e. sex, sexual orientation, age, race, color, religion, national origin, disability, and marital or veteran status) is a form of discrimination which is unlawful and strictly prohibited. Retaliation against an individual for having initiated a complaint of harassment or discrimination is considered unlawful harassment.

Unwelcome sexual conduct which is sufficiently severe and pervasive as to create a hostile, intimidating or offensive work environment, or when an employment decision is based on whether an employee submitted or refused to submit to some form of sexual conduct, is considered sexual harassment.

Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- * physical or mental abuse
- * insults or derogatory slurs based on one's protected status
- * unwelcome sexual advances or touching
- * comments, jokes, innuendo, offensive gestures or noises related to one's protected status.
- * display of sexually explicit photos or cartoons
- * requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation.

Any employee who believes that he/she has experienced any type of unlawful harassment should make it clear to the offending party that such behavior is offensive, unwelcome, and must stop. If the harassment and/or the offensive conditions persist, or if the employee is uncomfortable confronting the harasser, the employee must report his/her concerns, in writing, to any of the following: the employee's immediate supervisor or the diocesan Human Resources Director. An investigation will be conducted through the Diocese of Venice Human Resources Department. Any employee who observes conduct by another which he or she believes to be harassing or discriminatory must report such conduct as outlined above.



DIOCESE OF VENICE IN FLORIDA

Every complaint of harassment will be investigated and appropriate action taken. Steps might include fact finding and interview with the involved individuals and witnesses and may result in disciplinary action up to and including termination. Any individual contacted during an investigation is to be instructed to maintain confidentiality regarding all matters related to the complaint. The Diocese is committed to resolving complaints of harassment in a prompt, private manner, and to ensuring protection against retaliation or reprisal against the complainant. Upon completion of an investigation and prior to drawing any conclusion, the diocesan legal department, if not already involved, should be consulted. The complainant will then be notified regarding the conclusion of the investigation and any corrective action taken. An employee who is not satisfied with the results of the Diocesan investigation has recourse to the Diocese of Venice Due Process.