

Anti-Harassment Policy of First Presbyterian Church of South Charleston

First Presbyterian Church of South Charleston is committed to the ideal that all employees are entitled to work in a work place free of harassment, and expects that all employees will treat each other with courtesy, dignity and respect. The Church will not tolerate any type of harassment directed at any employee because of that employee's gender, race, age, disability, national origin, ancestry or other protected basis. Moreover, because of the Church's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including unwelcome sexual advances, requests for sexual favors; or other verbal or physical conduct of a sexual nature.

Illegal harassment may take the form of sexual harassment, which is verbal and physical conduct (including postings on social media), which includes, but is not limited to, the following:

1. Sexually explicit or implicit propositions;
2. Improper questions about an employee's private life;
3. Sexually discriminatory ridicule, insults, jokes, or drawings;
4. Undesired, intentional touching, such as embracing, patting, pinching;
5. Remarks directed against one's sex as a class or group;
6. Threat of rape, or attempted or actual sexual assault;
7. Repeated sexually explicit comments or obscene and suggestive remarks that are objectionable or discomforting to the employee, and
8. Offers of employment benefits in exchange for sexual favors, or threats or reprisals for negative responses to sexual advances.

Any employee who believes he/she has been subjected to harassment as defined in this policy by another employee or another person on Church premises should bring the matter to the immediate attention of the Pastor or a member of the Administration Committee. Any Church member or Church participant who believes he/she has been

subjected to harassment by a Church employee should bring the matter to the immediate attention of the Pastor or a member of the Administration Committee. Any employee, Church member or Church participant pursuing such complaint is assured that no retaliation will occur as a result of any complaint. All complaints will be investigated and will be treated in as confidential manner as possible.

If harassment is found to have occurred, appropriate action will be taken. Those employees who are found to have engaged in sexual harassment will be subject to discipline, up to and including termination.

To the extent this policy conflicts with any prior policy adopted by the Church this policy supersedes the portion of the prior policy that is in conflict. This policy does not cover the Oakhurst Child Care Center, which has its own standards and procedures in compliance with State regulation.