

ANTI-HARASSMENT

All employees should be able to enjoy a work environment free of harassment. This includes all areas protected by federal and state laws such as race, sex, age, color, national origin, handicap, marital status, and veteran status.

Harassment can assume many forms, including the display or circulation of written or electronic materials or pictures degrading to men or women or to racial or ethnic groups as well as verbal abuse or insults directed at a member of a group who could reasonably be expected to take offense or consider the abuse or comments as harassment.

A. Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Making offensive comments about women or men in general is harassment. It is possible for any person to harass any other person.

Harassment is not simple teasing, offhand comments, or isolated incidents that are not very serious. Any of these actions become harassment if it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision such as the victim being fired, demoted, or not receiving an appropriate promotion. The person harassed is always a victim; anyone affected by the offensive conduct can also be a victim.

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer. Harassment does not have to cause economic injury or result in a person being fired.

B. Actions to take if a person is being harassed

The victim should directly inform the harasser that the conduct is unwelcome and must stop.

If the harassment does not stop after the victim first informs the harasser that the conduct is unwelcome and must stop, or if the victim believes he or she cannot confront the harasser, the victim should report the harassment as soon as practicable.

Harassment should be reported to the President, unless he is the accused harasser, in which case it should be reported to the Chair of the Board of Directors.

C. Response to Allegations of Harassment

Christian's Purpose takes allegations of harassment seriously and will respond promptly to complaints. Managers and supervisors are expected to halt immediately any

harassment which comes to their attention and to report violations to the President as soon as practicable.

The President, or the Chair of the Board of Directors is the accused harasser is the President, will promptly initiate an investigation of all complaints. The investigation will maintain confidentiality to the extent practicable under the circumstances and as permitted by law. The investigation will evaluate the nature of the violation or behavior, whether the conduct is isolated or part of a pattern, and factors which may be relevant to a specific complaint.

Christian's Purpose will inform the person filing the complaint and the person alleged to have committed the conduct, to the extent appropriate, of the results of the investigation.

When it is determined that harassment has occurred, Christian's Purpose will promptly eliminate the conduct and take appropriate disciplinary action against the harasser.

Retaliation against a person who has complained about harassment is a violation of Christian's Purpose's policy and will not be tolerated.

D. Sexual Harassment Training

All employees will be required to complete training designed to prevent sexual harassment. The training must be repeated at least every two years. The President will arrange for the training.

E. Filing a complaint with the U.S. Equal Employment Opportunity Commission (EEOC)

If you believe you have been a victim of harassment; discriminated against by an employer when applying for a job or while on the job because of your race, color, sex, religion, national origin, age, or disability; or discriminated against because of opposing a prohibited practice or participating in an equal employment opportunity matter, you may file a charge of discrimination with the EEOC.

Charges may be filed in person, by mail or by telephone by contacting the nearest EEOC office. If there is not an EEOC office in the immediate area, call toll free 800-669-4000 or 800-669-6820 (TDD) for more information.

There are strict time frames in which charges of employment discrimination must be filed. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, adhere to the EEOC guidelines when filing a charge.