

**EMMANUEL LUTHERAN CHURCH
SEXUAL HARASSMENT POLICY
November 6, 2015**

It is the policy of Emmanuel Lutheran Church (ELC) that all employees are responsible for ensuring that the workplace is free from sexual harassment. All employees must avoid any action or conduct which could be viewed as sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when:

1. Submission to the harassment is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or,
3. The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or immediately bring the matter to the attention of the Personnel Committee of the Council. If a member of the Personnel Committee is involved in the harassing activity, the violation should be reported to a member of the Council.

If any member of the Council knows of an incident of sexual harassment, he/she shall immediately report the incident to a member of the Personnel Committee. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by ELC. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

By signing this Policy Statement, I acknowledge receipt of the statement and will abide by it:

Signature	
Print Name	Date