

**CENTRAL NEW YORK BAPTIST ASSOCIATION**  
**Policy**

**Policy Subject:** Sexual Harassment

**Policy #:** P 2-8-1

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**Date Adopted:** 13 October 2001

**Effective Date:** 13 October 2001

**POLICY**

**1. Definition:** EEOC 29 Code of Federal Regulations 1604.11

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A . Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’ employment
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- C. Such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

**2. Statement:** All employees of the CNYBA have the right to a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

**3. Policy:**

- A. The CNYBA’s position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee – male or female- shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
- B. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcomed, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including termination.

**4. Policy Implementation and Procedure:**

- A. Employees who have complaints should report such conduct to the Director of Missions. If this is not appropriate, employees are urged to report to and ask the assistance of the CNYBA moderator or a female member of the Executive Board (or the wife of the moderator or the wife of an Executive Board member)
- B. It is the responsibility of the Director of Missions, Moderator , female member of the Executive Board ( or wife) to; provide guidance, investigate charges of impropriety, and recommend appropriate action.

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- C. After notification of the employee's complaint, a confidential investigation will immediately be initiated by one of the four persons listed above, to gather all facts about the complaint. All claims must be thoroughly investigated.
- D. After the investigation has been completed, a determination, will be made regarding the resolution of the case by the one who conducted the investigation, the alleged harasser's immediate supervisor, and the moderator. If warranted disciplinary action up to and including termination, will be taken. If no action is warranted then both parties will be informed that the facts did not substantiate the allegations. In this situation steps must be taken to facilitate both parties continuing to work with each other.

**5. Non – Retaliation:** This policy prohibits retaliation against employees who bring sexual harassment charges or who assist on investigating charges. Any such employee will not be adversely affected in terms of conditions of employment, nor discriminated against or discharged because of the complaint.

**6. Non – Employees:** In addition to the above, any complaints of sexual harassment by an employee against vendors or any other non-employees, who do business with the CNYBA should be reported and investigated in the same manner as above.