

BROADVIEW MISSIONARY BAPTIST CHURCH

Sexual Harassment Policy

Broadview Missionary Baptist Church ("BMBC") is fully committed to fostering a safe and healthy work and worship environment for all. We believe strongly in God's word, seek to do His will and to honor Him in all things. Therefore, we affirm that sexual harassment is morally and ethically wrong.

BMBC prohibits and does not tolerate sexual harassment in the workplace or during any church-sponsored activity. Persons reasonably suspected or believed to have committed sexual harassment will be appropriately disciplined, up to and including termination of employment, termination of volunteer service and/or termination of membership. Persons who violate this policy may also be subject to civil damages or criminal penalties. No clergy, board member, employee, volunteer or other person, regardless of his or her title or position has the authority to commit or allow sexual harassment.

Definition and Examples

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for ministry or business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

Sexual harassment also may include, but is not limited to:

- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the church.

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level

of "harassment," interferes with that goal and will not be tolerated. BMBC reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Reporting Procedure

Do not assume that BMBC is aware of the problem. Complaints should be submitted as soon as possible after an incident has occurred. Immediately report suspected sexual harassment to:

Broadview Missionary Baptist Church

Attention: Administrative Pastor

2100 S. 25th Avenue

Broadview, Illinois 60155

Phone: (Office)
(Mobile)

Email:

or

Broadview Missionary Baptist Church

Attention: Child Protection Coordinator

2100 S. 25th Avenue

Broadview, Illinois 60155

Phone: (Office)
(Mobile)

Email:

If either of the above-listed persons is the subject of the complaint of harassment, the report should be made to other appropriate leadership of BMBC immediately.

It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the above-listed individuals.

Persons making accusations of sexual harassment are encouraged to submit a written report utilizing the attached form (see Form A, p. 3) or otherwise report the information verbally or in writing. BMBC will take every reasonable measure to ensure that those named in the complaint of harassment, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

Anti-Retaliation and False Allegations

BMBC prohibits retaliation made against any person who lodges a good faith complaint of sexual harassment or who participates in any related investigation. Making knowingly false or malicious accusations of sexual harassment can have serious consequences for those who are wrongly accused. BMBC prohibits making false or malicious sexual harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment, termination of volunteer service and/or termination of membership.

If you believe you have been subjected to retaliation in violation of this policy, you should report your complaint immediately to the Administrative Pastor or Child Protection Coordinator.

Confidentiality

BMBC will seek to protect the identities of the alleged victim, complainant and alleged offender, except as reasonably necessary (for example, to complete an investigation successfully). All complaints, reports and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis. All information pertaining to a complaint or investigation of sexual harassment is maintained in secure files within the _____.

Investigation and Follow-up

BMBC will take all allegations of sexual harassment seriously and will promptly and thoroughly investigate whether harassment has taken place. The church may utilize an outside third-party to conduct an investigation of harassment. BMBC will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. BMBC will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

BMBC is committed to following applicable legal requirements for reporting allegations or incidents of sexual harassment to appropriate law enforcement and child or adult protective services.

Allegations concerning the abuse, exploitation and/or neglect of children should be reported to the Department of Children & Family Services Hotline (1-800-25-ABUSE) and/or law enforcement as required by state and local laws.

Allegations concerning the abuse, exploitation and/or neglect of older persons (i.e., adults age 60 or older and adults age 18-59 with disabilities) should be reported to the Adult Protective Services Hotline (1-866-800-1409) and/or law enforcement as required by state and local laws.

If it is believed that a Child or older person is in immediate danger of harm, call 911 first.

Administration

This policy will be administered through BMBC's Administrative Pastor.

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Form A

REPORT OF SUSPECTED SEXUAL HARASSMENT

Date of Report _____

Reported by:

Name: _____

Address: _____

Telephone: _____

Email Address: _____

Person Suspected of Sexual Harassment:

Name: _____

Address: _____

Telephone: _____

[Attach Additional Sheets If Necessary.]

Describe each incident giving information about date, time, place and circumstances:

Identify any other persons involved (Victims and Witnesses, if any):

Attach (or enclose) any written material or physical evidence about the harassment.

Is there any additional relevant information that you would like to share?

By signing this form, I hereby certify that the above information is true to the best of my recollection of the facts and events surrounding the suspected sexual harassment reported on this form.

Signature: _____

Date: _____

Return to: Broadview Missionary Baptist Church
Attention: Administrative Pastor
2100 S. 25th Avenue
Broadview, Illinois 60155
Email:

OR Broadview Missionary Baptist Church
Attention: Child Protection Coordinator
2100 S. 25th Avenue
Broadview, Illinois 60155
Email:

ACKNOWLEDGEMENT FORM

Sexual Harassment Policy

I acknowledge that I received and read the Broadview Missionary Baptist Church Sexual Harassment Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the Policy. I also understand how to report incidents of sexual harassment as set forth in the Policy, including retaliation against any person exercising his or her rights under the Policy. I acknowledge that I will be alerted when changes and updates are made to the Sexual Harassment Policy and will be responsible for reading and complying with those updates.

Employee/Volunteer Signature

Date

Employee/Volunteer Printed Name