

# **BROADVIEW MISSIONARY BAPTIST CHURCH**

## **Sexual Harassment Policy**

### **Purpose**

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.

### **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 Child/Adult Protection Committee Office

### **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.

### **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. 25<sup>th</sup> Avenue  
Broadview, Illinois 60155  
**Phone: 708-343-3700**

Broadview Missionary Baptist Church  
**Attention: Child Protection Administrator**  
2100 S. 25<sup>th</sup> Avenue  
Broadview, Illinois 60155  
Phone: 708-343-3700