

San Francisco Presbytery

Harassment Prevention Policy

The Presbytery of San Francisco is committed to providing an environment free of unlawful discrimination, harassment, abusive conduct and disrespectful behavior. The Presbytery of San Francisco prohibits such conduct, which includes discrimination and/or harassment based on sex, (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and sexual orientation), genetic information, national origin or ancestry, ethnicity, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, parental status, age, veteran status, political affiliation or any other basis protected by Federal, State or local ordinance or regulation. All such conduct violates our policy.

Specifically, San Francisco Presbytery will not refuse to hire, employ or select for training programs, bar or discharge from employment or training programs or discriminate in compensation or terms, conditions and privileges of employment based on any legally protected status, nor will we discriminate in interviewing or recruiting.

Our anti-harassment policy applies to all persons, whether staff or volunteers, who work or participate in activities of San Francisco Presbytery. The policy prohibits discrimination, harassment and abusive or disrespectful conduct by any employee, volunteer or participant in San Francisco Presbytery including vendors, independent contractors, visitors, and any other persons. Our policy also prohibits discrimination, harassment and abusive or disrespectful conduct based on the perception that anyone has any of the characteristics noted above or is associated with a person who has or is perceived as having any of these characteristics.

Prohibited harassment and abusive or disrespectful conduct include, but are not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;

- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by State and/or Federal law, or by policy.

Anyone who believes they have been the subject of discrimination, harassment or other prohibited conduct is encouraged to bring the complaint as soon as possible after an incident. Complaints may be made to the San Francisco Presbytery Personnel Committee, the Presbytery Executives and/or the stated clerk of San Francisco Presbytery. Alternately, complaints may be made to the Stated Clerk or the Executives of the Synod of the Pacific. Complainants will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. It is best to communicate a complaint in writing, if possible, but this is not mandatory.

The Presbytery of San Francisco and/or the Synod of the Pacific will immediately undertake a timely, thorough, and objective investigation of the allegations, which will be kept confidential to the extent possible to conduct an effective investigation. We will track the progress of the investigation to ensure appropriate due process, and a timely, reasonable conclusion based on the evidence collected. There will be no retaliation permitted against any person for cooperating in or being part of an investigation.

If it is determined that discrimination, harassment or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment or other prohibited conduct will be subject to appropriate disciplinary action up to, and including, termination. A representative of the Presbytery of San Francisco and/or the Synod of the Pacific will advise all parties concerned of the results of the investigation to the extent permitted by privacy limitations.

San Francisco Presbytery will not retaliate against anyone for filing a complaint and will not tolerate or permit retaliation by employees or volunteers of the presbytery. It is unlawful for the Presbytery of San Francisco to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment decisions, fail to treat impartially in the context of any recommendations for subsequent employment which the church may make, adversely affect working conditions or otherwise deny any employment benefit to an individual because that individual has opposed practices prohibited by the California Fair Employment and Housing Act or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by the federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing. If you believe that you have been retaliated against, you should submit a written complaint to one or more of the parties listed above as soon as possible after the incident.

The Presbytery of San Francisco encourages all employees to report immediately as described above any incidents of discrimination, harassment or other prohibited conduct forbidden by this policy so that complaints can be quickly and fairly resolved. The federal Equal Employment Opportunity Commission (www.eeoc.gov) and the California Department of Fair Employment and Housing (www.dfeh.ca.gov) investigate and prosecute complaints of prohibited

discrimination and harassment in employment and to whom persons may report complaints directly, if they feel the complaint has not been addressed satisfactorily, or believe they have experienced retaliation.