

## SEXUAL HARASSMENT

1. **Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing.** The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.
2. Sexual harassment is exactly what the name implies — harassment of a sexual nature. It includes (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature when (3a) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education; (3b) submission to or rejection of such conduct is used as the basis for employment or educational decisions; (3c) such conduct has the purpose or effect of substantially interfering with a person's work or school performance; or (3d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, and display, transmission, or known possession of sexually explicit material. It can involve words or actions by any member of our community, directed against any other member of our community (or, in some circumstances, our guests and visitors).
3. If you believe that you have been subjected to sexual harassment, please contact the [pastor / pastoral coordinator / principal / director of this agency] without delay. If you believe that you have been subjected to sexual harassment by the [pastor / pastoral coordinator / principal / director of this agency], please contact the Moderator of the Curia (517/342-2450) or the Chancellor (517/342-2454) for the Diocese of Lansing without delay. Sexual harassment may be reported orally or in writing.
4. A report of sexual harassment will be promptly and thoroughly investigated. The facts will determine the response of each allegation. Substantiated acts of sexual harassment will result in appropriate disciplinary action up to and including termination or expulsion. All information regarding a specific incident will be kept confidential to the extent possible under law. Retaliation for a report of sexual harassment likewise will result in appropriate disciplinary action up to and including termination or expulsion.
5. If a person who reports sexual harassment or a person against whom such a report is made is dissatisfied with the outcome of the investigation, that person should contact the Moderator of the Curia (517/342-2450) or the Chancellor (517/342-2454) for the Diocese of Lansing. If a person is dissatisfied with the outcome of an investigation undertaken in the first instance by the Moderator of the Curia or by the Chancellor, the person should contact the Bishop in writing.