
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.11 Harassment

The Diocese of Phoenix is firmly committed to fostering, creating, promoting, and maintaining a professional, nondiscriminatory work environment for all our employees. Harassment is any verbal, visual or physical conduct that denigrates or shows hostility toward an individual on the basis of his/her race, color, religion, gender, age, national origin, ancestry, handicap, or disability, and that creates an intimidating, hostile, or offensive working environment.

Harassment may include, but is not limited to epithets, slurs, jokes, or other verbal, visual or physical conduct relating to an individual's race, color, religion, gender, age, national origin, ancestry, handicap, disability, marital, parental, or veteran status.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature that creates an offensive or hostile work atmosphere. It may also consist of the display of derogatory posters, cartoons, or drawings; or other verbal, visual, or physical conduct of a sexual nature by managers, co-workers, or others.

Behavior of this nature is unprofessional and will distract employees from performing their job functions. Therefore, any form of unlawful harassment, including unwelcome sexual advances, requests for sexual favors, or verbal, visual or physical conduct that has sexual connotations will not be tolerated. Such behaviors by vendors and other non-employees who have reason to visit the Diocesan Pastoral Center, Diocese of Phoenix parishes, Catholic schools, Kino Institute, Catholic Cemeteries, Mount Claret Center, or Newman Centers, or who otherwise deal with our employees also will not be tolerated.

Volunteers are also covered by this policy.

Procedures:

COMPLAINT PROCEDURE AND INVESTIGATION

As part of the Diocese of Phoenix's commitment to a harassment free workplace, all complaints of inappropriate offensive or harassing conduct will be promptly and thoroughly investigated and appropriate action to remedy any inappropriate conduct will be taken.

A. Reporting Harassment

It is the right and the responsibility of an employee to report harassment. Any employee who believes that he/she is being sexually harassed, or harassed on the

**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

basis of race, color, religion, gender, age, national origin, ancestry, handicap, disability, marital, parental, or veteran status or any other protected class mentioned above should take the following steps:

- 1) Meet with one's immediate supervisor and, orally or in writing, state the specific details of the harassing behavior. If one prefers, one may report such behavior directly to any other supervisor, manager, director, pastor, or dean.
- 2) The policy of the Diocese of Phoenix is to listen to all reasonable complaints, investigate with due regard for confidentiality, and quickly apply appropriate sanctions that will end any offensive behavior.
- 3) Sanctions against harassment will depend upon the facts and circumstances of the incident. Minor first offenses may lead to written reprimands and/or time off without pay. Major or multiple offenses can result in the discharge of the offender.
- 4) The Diocese of Phoenix Human Resources Office is available for consultation if there are questions about harassment.

B. Retaliation

The Diocese of Phoenix's system for resolving complaints is available to all employees without fear of retaliation. An employee who believes retaliation has resulted from the reporting of a harassment complaint should report this immediately to his/her supervisor or any member of management.

All employees must be given the opportunity to read a copy of this policy. The employee may request a copy of this policy be given to him or her.

All employees must sign an acknowledgment form that should be kept in the employee's HR file.

See Form: [Acknowledgment of Harassment Policy](#)

Approved by Bishop Thomas J. Olmsted on October 27, 2006