

1000.002 Sexual Harassment Zero Tolerance

Subject	Policy Number	Effective Date
Sexual Harassment Zero Tolerance	1000.002.01	June 7, 2022
Policy Owner (Committee)	Contact	Approved by Board Date
Executive Director	Liz Tamarkin	June 7, 2022

Policy:

Our Lady’s Pilgrimage, Inc. (OLP) will not tolerate verbal or physical behavior by any person who harasses, disrupts or interferes with another person’s environment, or which creates an intimidating, offensive or hostile work or pilgrimage environment. For purposes of this policy, harassment also includes, but is not limited to, intimidation or persistent abuse of another, whether physically, orally, pictorially or in writing. Harassment of anyone by anyone, on the basis of gender, sexual orientation, color, race, national origin, religion, age, disability, ancestry, marital status or any other status covered by local, State or Federal law that creates a harmful educational or work environment is illegal and will not be tolerated. Each volunteer has a responsibility to maintain a pilgrimage environment free from harassment based on any protected status listed above. Any member of the OLP community who believes they have been subjected to discrimination or harassment in violation of this policy should notify any Leader to immediately report these concerns.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of an offensive sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Specifically, sexual harassment may include, but is not limited to:

1. Sexual flirtations, touching, advances or propositions;
2. Verbal or physical abuse of a sexual nature;
3. Graphic or suggestive comments about an individual’s dress or body;
4. Sexually degrading words used to describe an individual;
5. Displaying sexually aggressive objects or photographs; and/or

6. Sexually explicit or obscene jokes.

If harassment is believed to have occurred, the Complaint Procedure outlined immediately below must be followed to resolve the matter. It is the policy of OLP that all reports of harassment will be investigated, and a violation of this policy will be treated as a serious disciplinary infraction. No individual shall be subjected to adverse action in retaliation for any good faith report of harassment or for participating in an investigation about harassment under this policy. Violations of this policy may result in discipline up to and including discharge from association with OLP. Individuals who engage in harassment may also be subject to civil and criminal penalties.

Procedure:

1. Any volunteer who believes he or she has been subjected by another person to harassment because of sex or any other protected status is encouraged, but not required, to confront the offender in an effort to stop the harassment.
2. Any person who believes he or she has been subjected to harassment must promptly report the alleged harassment to any Leader or higher level of authority.
3. Leaders who receive a complaint alleging harassment must report such complaint promptly. If either of these persons is party to the complaint, a report should be made to the Executive Director.
4. The Executive Director will investigate the harassment complaint.
5. On the basis of the investigation, the Executive Director will do any one or more of the following:
 - a. resolve the matter informally;
 - b. report the entire matter to the Board of Directors;
 - c. refer the matter to the State of Connecticut;
 - c. sever the relationship.
7. If a volunteer or Leader who believes that he or she has been harassed in the workplace in violation of this policy has exhausted all the steps of the grievance procedure described above and feels that the final resolution provided by OLP is unsatisfactory, that individual may file a complaint with the Connecticut Commission of Human Rights and Opportunities. Formal written complaints must be filed with the Commission on Human Rights and Opportunities within 180 days when the alleged harassment occurred. Remedies for harassment, as well as sexual harassment, include cease and desist orders, or compensatory damages.

References:

None.

Revision No.	Reviewed By	Summary of Changes	Effective Date