



First Evangelical Church of San Gabriel Valley

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MANUAL on Harassment Intervention

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MANUAL ON HARASSMENT INTERVENTION

A. Commitment of Our Leadership

The First Evangelical Church of San Gabriel Valley is committed to providing a work environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, by a staff member is strictly prohibited. Harassment is considered an act of misconduct and will subject an individual found guilty to disciplinary action. Naturally, such a policy seems very obvious in our ministry-related environment but is stated here so that our policy is unquestionable.

B. Definition and Coverage

Harassment is a form of discrimination that violates

- Title VII of Civil Rights Act of 1964 that prohibits discrimination based on race, color, religion, sex or national origin,
- Age Discrimination in Employment Act that prohibits harassment because of age, and
- Americans with Disabilities Act that prohibits harassment because of disability.

Sexual harassment on the job violates Title VII of the Civil Rights Act where the harassment is because of sex. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

A staff member who believes he/she has been harassed by a co-worker is to report promptly the facts of the incident(s) and the names of the individual(s) involved to his/her immediate supervisor or to the departmental supervisor. A supervisor is to report immediately any incident(s) of unlawful harassment to the Senior Pastor.

The Senior Pastor will thoroughly investigate all such claims and recommend appropriate disciplinary action, using three (3) questionnaire forms to interview:

- The initiator of the report, *Harassment Incident Questionnaire 1---Interview with Reporting Staff Member*
- The responding staff member, *Harassment Incident Questionnaire II---Interview with Responding Staff Member*, and
- Any witnesses, *Harassment Incident Questionnaire III---Interview with Additional Witnesses*.

C. Severe Disciplinary Action

Our church has zero tolerance toward any type of harassment to its staff members. The Senior Pastor and the Personnel Committee will determine the severe disciplinary actions, including termination pursuant to the procedures in the By-laws, following :

1. Factual Allegation(s)

Any investigated and substantiated factual harassment claim.

2. False Allegation(s)

Harassment complaints which are not found to be factual after investigation.

3. Retaliatory Behavior

Any negative behavioral responses to a staff member after that individual has made a report of harassment.

4. Supervisory Neglect

Any mishandling, by supervisors or departmental leaders, of any harassment report(s) submitted to them.

Harassment Incident Questionnaire I - page 1

Interview with Reporting Staff Member

Harassment Incident Questionnaire I

Interview with Reporting Staff Member

Date: _____ Interviewer's Name; _____

Name of Report Initiator _____

- 1) Describe the incident(s).
- 2) Identify the individual responsible for the behavior.
- 3) Identify the time and location of the incident(s).
- 4) How did you respond?
- 5) Are there any witnesses who can support or confirm the incident(s): Who?
- 6) Have you observed this behavior being directed at others? If so, please identify the persons, behavior, time and location.

Harassment Incident Questionnaire I - page 2
Interview with Reporting Staff Member

- 7) What actions have you taken to stop the behavior?
- 8) To your knowledge, have any employment benefits been provided or denied you or others relating to this behavior? If so, please specify.
- 9) Are there any records or other forms of evidence which may support the existence of this behavior?
- 10) What would you recommend as a solution?
- 11) What would you prefer we not do at this time:

Comments by interviewer:

Harassment Incident Questionnaire II
Interview with Responding Staff Member

Harassment Incident Questionnaire II
Interview with Responding Staff Member

Date: _____ Interviewer's Name: _____

Name of Interviewee _____

- 1) Describe the incident(s).

- 2) Identify the time and location of the incident(s).

- 3) How did you respond?

- 4) Are there any witnesses who can support or confirm the incident(s): Who?

- 5) Has the complainant spoken with you? What was said?

- 6) What would you recommend as a solution?

Comments by Interviewer

Harassment Incident Questionnaire III
Interview with Additional Witnesses

Harassment Incident Questionnaire III

Interview with Additional Witnesses

Date: _____ Interviewer's Name: _____

Name of Witness _____

- 1) Describe the incident(s).

- 2) Identify the time and location of the incident(s).

- 3) How did you respond?

- 4) Are there any witnesses who can support or confirm the incident(s): Who?

- 5) Has the complainant spoken with you? What was said?

- 6) What would you recommend as a solution?

Comments by Interviewer

Manual on Harassment Intervention

STAFF MEMBER STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Manual on Harassment Intervention (the Manual) of the First Evangelical Church of San Gabriel Valley (“the Church”). I understand that the Manual provides guidelines and procedures about the Church’s policy in dealing with harassment. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards and procedures that have been established.

Staff Member’s Signature

Staff Member’s Name (*Please Print*)

Date