



## Code of Pastoral Conduct Harassment (Revised 2018)

The Catholic Diocese of Dodge City is committed to providing a professional and productive work environment which promotes a spirit of mutual trust and respect and is free of harassment. Harassment is a form of discrimination that is sinful, offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the dignity of the individual as a child of God.

Conduct by any employee or volunteer who harasses another; disrupts or interferes with another's work performance; or creates an intimidating, demeaning, insulting, abusive, offensive or hostile environment will not be tolerated. This includes but is not limited to offensive, harassing or disruptive conduct directed at individuals for such reasons as race, national origin, citizenship, religion, disability, pregnancy, age, military status or gender.

Harassment encompasses a broad range of physical, verbal and non-verbal behavior, which can include but is not limited to the following:

- Derogatory ethnic slurs or racial insults;
- Inappropriate touching;
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation;
- Display of offensive materials;
- Sexually-offensive or vulgar comments or jokes.

Harassment can occur as a result of a single egregious act or a persistent pattern of behavior which results in the creation of a hostile, abusive, offensive, or intimidating work environment, or unreasonably interferes with or adversely affects a person's performance or opportunities. Such behavior is sinful, not acceptable and will not be tolerated.

Any employee or volunteer who believes he/she, or another employee or volunteer has been the victim of harassment, must report the action in a timely manner to his/her supervisor, the Diocesan Attorney, the Vicar General or his designee. If a supervisor has been notified of alleged harassment, he/she will document the complaint and contact the Diocesan Attorney, the Vicar General or his designee.

No one will be retaliated against for making an allegation or for cooperating in the investigation of a harassment complaint. However, providing false information during an investigation or failure to cooperate with an investigation may result in disciplinary action up to and including termination.

Pastors, Administrators, Parish Life Coordinators, Principals and other directors are responsible for providing an environment free from harassment and for taking timely and appropriate corrective action when it occurs. Refer to Diocesan Harassment Policy for more information.