



HARASSMENT POLICY

THE FOLLOWING PAGES CONTAIN A SYNOPSIS OF FAITH LUTHERAN CHURCH'S HARASSMENT POLICY, WHICH POLICY IS INCORPORATED WITHIN THE STAFF HANDBOOK. FOR A COMPLETE COPY OF THE POLICY, PLEASE CONTACT:

*JOYCE GETCHELL
BUSINESS ADMINISTRATOR
joyceg@faithfl.org
(651) 464-3323, Ext. 108*

*DEANNA RAMBERG
OFFICE MANAGER
deannar@faithfl.org
(651) 464-3323, Ext. 101*

TO SUBMIT A WRITTEN OR ORAL COMPLAINT OF AN ALLEGATION OF HARASSMENT OR MISCONDUCT, PLEASE DO ONE OF THE FOLLOWING:

WRITTEN COMPLAINTS – TO SUBMIT A WRITTEN COMPLAINT:

(A) VIA EMAIL: DOWNLOAD A COPY OF THE COMPLAINT REPORTING FORM LOCATED ON WWW.FAITHFL.ORG, FILL OUT THE FORM, AND THEN EMAIL IT TO THE SENIOR PASTOR AT johnk@faithfl.org OR TO THE BUSINESS ADMINISTRATOR AT joyceg@faithfl.org;

OR

(B) VIA HAND DELIVERY: DOWNLOAD AND PRINT A COPY OF THE COMPLAINT REPORTING FORM LOCATED ON WWW.FAITHFL.ORG OR CONTACT THE BUSINESS ADMINISTRATOR OR OFFICE MANAGER IN PERSON FOR A HARD COPY OF THE COMPLAINT REPORTING FORM, FILL OUT THE FORM, AND THEN HAND-DELIVER IT TO THE SENIOR PASTOR OR BUSINESS ADMINISTRATOR.

ORAL COMPLAINTS – TO SUBMIT AN ORAL COMPLAINT, PLEASE CONTACT:

*JOHN KLAWITER
SENIOR PASTOR
(651) 464-3323, Ext. 107*

*JOYCE GETCHELL
BUSINESS ADMINISTRATOR
(651) 464-3323, Ext. 108*

ALTERNATIVE SUBMISSION METHOD: IF YOU ARE UNCOMFORTABLE REPORTING PROHIBITED CONDUCT TO THE SENIOR PASTOR OR BUSINESS ADMINISTRATOR, ANY STAFF MEMBER, COUNCIL MEMBER, OR PERSONNEL COMMITTEE MEMBER MAY ACCEPT WRITTEN OR ORAL REPORTS OF ALLEGATIONS OF HARASSMENT OR MISCONDUCT. A LIST OF STAFF MEMBERS, COUNCIL MEMBERS AND PERSONNEL COMMITTEE MEMBERS MAY BE FOUND ON WWW.FAITHFL.ORG.



HARASSMENT POLICY

1. SCOPE AND APPLICABILITY

This policy applies to all church employees, church members, contractors and guests.

Faith Lutheran Church abides by the law and this policy to ensure that it meets its responsibilities to all employees, church members, contractors and guests for conduct which is illegal or will not be tolerated. Faith Lutheran Church does not sanction conduct prohibited by this policy on the part of any employee, including any employee in a supervisory role or pastoral staff.

2. OVERVIEW AND DEFINITIONS

Faith Lutheran Church is committed to providing an environment free of discriminatory, harassing, hostile, abusive, threatening, bullying, malicious, offensive, abrasive, disorderly or disruptive conduct. Faith will not tolerate harassment, sexual harassment or offensive conduct by or toward its employees, church members, contractors or guests.

Harassment can take many forms, and may be delivered directly or indirectly, verbally or in writing or visually, including but not limited to in person or via phone, email or social media.

PROHIBITED CONDUCT

Conduct specifically prohibited by Faith Lutheran Church includes, but is not limited to:

- Any conduct that unlawfully discriminates or harasses on the basis of race, color, creed, religion, age, gender, sex, sexual orientation, gender identity and/or expression, genetic information, national origin, citizenship status, marital status, status with regard to public assistance, physical or mental disability, veteran status, or any other characteristic protected by federal, state or local law; and
- Any conduct that is hostile, abusive, threatening or bullying, even if such conduct is not based on a legally-protected characteristic; and
- Any conduct that is malicious, offensive or abrasive, including the repeated use of derogatory remarks, insults, and epithets; and
- Any conduct that is disorderly or disruptive; and
- Any verbal or physical conduct or visual material that a reasonable person would find threatening, intimidating, or humiliating.

Conduct may be deemed prohibited behavior under this policy even if it does not meet the legal definition of harassment under federal, state or local law.



SEXUAL HARASSMENT

Sexual harassment is also specifically prohibited by Faith Lutheran Church. Sexual harassment is a form of unlawful employment discrimination, and includes any bullying or coercion of a sexual nature, unwanted sexual advances, the inappropriate promise of rewards in exchange for sexual favors, or visual, verbal or physical conduct or visual material of a sexual nature when:

- It has the purpose or effect of unreasonably interfering with an employee's work performance; or
- It has the purpose or effect of creating a hostile or offensive work environment; or
- It results in an adverse employment decision (demotion, firing or quitting).

Sexual harassment may occur between individuals of the same sex. Both males and females can be victims of sexual harassment, and both can be found to have engaged in conduct that constitutes sexual harassment or behavior that demeans and offends other individuals. The harasser can be the employee's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of Faith, including church members, contractors and guests.

The determination of whether specific conduct is prohibited shall first be established based upon federal, state or local law, or, if the conduct does not specifically meet the legal definition of harassment under the law, shall thereafter be established based upon how it would be interpreted by a reasonable person.

3. REPORTING OVERVIEW

IF ANYONE IS IN IMMEDIATE DANGER, DIAL 911.

NOTHING IN THE POLICY SHALL BE CONSTRUED AS PROHIBITING THE EMPLOYEE, CHURCH MEMBER, CONTRACTOR OR GUEST FROM CONTACTING THE POLICE OR SHERIFF DIRECTLY.

EXTERNAL REPORTING

Children

Minnesota state law (the Minnesota Maltreatment of Minors Act) requires allegations of harassment or misconduct involving a child whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse to be reported immediately.

The person receiving a report or noticing an injury to a child, whether that individual is a mandatory reporter or not, will be responsible for immediately reporting it to the appropriate agency(ies): Washington County - Community Services - Child Protection @ 651.430.6457 (8:00 AM - 4:30 PM, Mon-Fri) or 651.291.6795 (after 4:30 PM Mon-Fri and Sa-Su) and/or the Forest Lake Police Department @ 651.439.9381 and/or Washington County Sheriff's Office @ 651.439.9381 (7:30 AM – 4:30 PM, Mon-Fri).



Vulnerable Adults

Minnesota state law (the Minnesota Vulnerable Adults Act) requires the reporting of allegations of suspected maltreatment of a vulnerable adult. Vulnerable adults are those adults with physical, mental or emotional disabilities.

The person receiving a report or noticing suspected maltreatment of a vulnerable adult will be responsible for immediately reporting it to the appropriate agency: Minnesota Adult Abuse Reporting Center (24 hrs/day) @ 844.880.1574.

Documentation

The person reporting the suspected child abuse or maltreatment of a vulnerable adult to the appropriate agency(ies) must also promptly contact and inform the senior pastor or business administrator so Faith may keep a record of each such external report made.

INTERNAL REPORTING

It is Faith's policy to encourage the reporting of all alleged incidents of harassment or offensive conduct, regardless of the position or identity of the offender, and regardless of the position or identity of the individual reporting the incident (the "Reporter"), whether the Reporter is the victim of, or a witness to, the alleged harassment or misconduct. In each case, the Reporter, the offender, the victim and/or witness may be an employee or a non-employee.

All employees who observe behavior prohibited by this policy, or who have knowledge or belief of harassment or misconduct, are expected and strongly encouraged to report the incident. Church members, contractors and guests are also encouraged to report any prohibited conduct, whether observed or of which they have knowledge or belief.

SUBMISSION/COMPLAINT REPORTING FORM

The church encourages the Reporter to submit a written report using the Complaint Reporting Form (located on www.faithfl.org), but an oral report will also be accepted. If an oral report is received, the individual receiving the oral report must either document the oral report on the Complaint Reporting Form and then submit the Complaint Reporting Form as described herein, or the individual receiving the oral report may work with the senior pastor or business administrator to complete the Complaint Reporting Form.

Reporters are encouraged to submit oral or written reports to the senior pastor or business administrator. As an alternative, if the Reporter is uncomfortable reporting prohibited conduct to the senior pastor or business administrator (or the senior pastor or business administrator is the subject of the alleged behavior), any staff member, council member, or personnel committee member may accept oral or written reports of allegations of harassment or misconduct. The complaint, once documented on the Complaint Reporting Form, is hereinafter referred to as the "Report."



4. INVESTIGATION COMMITTEE/INVESTIGATION

All Reports will be investigated as quickly as possible.

INVESTIGATION COMMITTEE

An investigation committee (the “Investigation Committee”) consisting of the senior pastor, the church council president and the chair of the personnel committee will be formed. If this Investigation Committee membership results in an all-male or all-female membership, council may consider appointing another individual of the opposite sex to serve on the committee. If the senior pastor, church council president or chair of the personnel committee is the subject of the complaint, his/her position on the committee will be taken by the business administrator or an individual appointed by the council.

INVESTIGATION

When the church is made aware of conduct that may violate this policy, the Investigation Committee will undertake a fair, timely and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. Faith expects all employees to fully cooperate with any investigation conducted by the church into a complaint of behavior prohibited by this policy. If the victim, accused individual, or a witness to the alleged misconduct is a non-employee, Faith will take reasonable steps to obtain the cooperation of the non-employee for the investigation.

The investigation may include multiple interviews with the Reporter, the victim(s) of the misconduct (if not the same as the Reporter), the individual(s) against whom the Report is filed, as well as with others who may have witnessed or have knowledge of the alleged incident or circumstances. The Investigation Committee may include other methods of investigation and documentation deemed pertinent. Not all members of the Investigation Committee must be present at every interview.

The Investigation Committee will consider surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred.

The Investigation Committee will keep careful records of all actions and conversations. Church leadership will not negotiate with pastors or staff members, nor circumvent church policy to resolve the situation.

If the senior pastor or other called staff is the subject of the complaint, the Synod maintains responsibility for addressing those allegations, including the investigation, appropriate discipline and responding to those who may have been harmed.

Throughout the process, to the extent possible, every effort will be made to maintain the privacy of the Reporter, the victim(s) (if not the same as the Reporter), the individual(s) against whom the Report is filed, as well as others who may have witnessed or have knowledge of the incident. The Reporter (and the victim(s), if not the same as the Reporter) will not be required to meet with the accused individual.



5. RESULTS OF THE INVESTIGATION

Upon completion of the investigation, the Investigation Committee will make a complete written report of the results of the investigation. The Investigation Committee, in consultation with council (as necessary), will make a determination on the merits of the results. A copy of the report will be maintained by the business administrator.

If the complaint is reasonably found to be substantiated based on the evidence collected, the Investigation Committee will determine who needs to be informed of the results of the investigation and, if warranted, what prompt disciplinary or corrective action will be taken to ensure the behavior will not reoccur, up to and including termination if the offender is an employee, or what reasonable steps may be undertaken if the offender is a non-employee.

If the complaint is not reasonably found to be substantiated based on the evidence collected, the Investigation Committee will determine who needs to be informed of the results of the investigation and what, if any action, will be taken.