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## What is sexual harassment?

Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or relationship with the church.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or ministry/program decisions affecting such individuals.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to participate in church activities or has the purpose or effect of creating an intimidating, hostile or offensive working or worshipping environment.
- Unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature constitute sexual harassment.

## What to do if you experience or witness sexual harassment?

Any instances of sexual harassment *must* be immediately reported to the Pastor in the first instance or an elder if the Pastor is not present (or is the perpetrator).

## Sexual Harassment Procedure.

1. Any member, friend, or guest of AFCC who believes he or she has experienced any form of sexual harassment as defined above is encouraged to notify the Pastor or elder.
2. Immediately following notification, the Pastor or elder will report the matter to an AFCC Executive Team<sup>1</sup> (hereafter referred as AET). They will request a written Statement of Fact from the complainant. The Statement is to contain details of the nature and cause of the grievance, names of those involved, names of witnesses, if any, and a description of the incident(s) giving rise to the grievance. The Statement is to be signed and dated by the complainant.
3. They will then consider the grievance. The obligation will be to gather all available information about the grievance, interview all involved persons, prepare a written report of findings, and recommend a resolution within thirty (30) days.
4. If the Pastor or an elder is cited in the complaint, then that person will be prevented from attending any meeting; unless to present evidence.
5. If deemed necessary, the AET may appoint a Review Committee of three (3) uninvolved individuals from a pool selected by the AET. The reason why is at the discretion of the AEC and will not be announced.

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<sup>1</sup> The Executive Team is a group made up of the Pastor and the Elders. This committee is not a formal committee within the scope of the AFCC Constitution and will meet on Ad Hoc occasions. The members are included because of their Ex Officio positions.

6. The Team's findings and proposed resolution will be presented to the AET for final review and approval.
7. After AET's approval, the Pastor (or elder) will present a summary of the Committee's findings and resolution to the complainant.
8. The Pastor or nominated elder will be responsible for implementing the resolution.
9. If the complainant is not satisfied with the AET's findings and/or resolution, he/she may seek redress through civilian channels.

NOTES: -

- Sexual harassment perpetrated by or against any clergy, employee, leader, member of AFCC or any other person involved with the church shall not be tolerated.
- All allegations of sexual harassment shall be taken seriously.
- All allegations of sexual abuse of minors shall be reported to law enforcement authorities.
- AFCC will comply with all state regulations pertaining to sexual harassment.

Office use only: -		
Form: Sexual Harassment Grievance and Resolution Procedure.		
Composed <u>Dec 2018.</u>	Review due <u>Dec 2019</u>	Reviewed _____
By: <u>R Smith</u>	By: _____	By: _____