

**Our Lady of the Lake Catholic School and Parish  
Parish and School Employee Handbook**

**UNLAWFUL DISCRIMINATION and HARASSMENT POLICY**

The Parish strives to create an environment where all persons treat each other with dignity, charity, and respect in accordance with Christian principles and the social teachings of the Church. Therefore, the Parish is committed to providing a work environment that is free from harassment and discrimination.

Harassment can occur in the workplace when individuals are subjected to hostile or intimidating treatment because of their race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, age, or pregnancy. It may occur at any time during work or during work-related activities, at or away from the location. It may include but is not limited to any or all the following forms:

- Verbal Harassment
- Derogatory, offensive, or inappropriate comments or jokes; threatening words spoken to another person.
- Physical Harassment
- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement.
- Visual Harassment
- The display or circulation of derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures (including by e-mail, social media, or similar transmission or by other electronic means, which are included as visual harassment).
- Sexual Harassment
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when any or all the following apply: submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

Specific examples of sexual harassment include but are not limited to the following:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes

- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances
- Offering employment benefits such as promotions, favorable performance evaluations, preferred duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors
- Persistent and unwelcome flirting, kissing, massaging, leering, or intimate touching

ALL PERSONS in the Archdiocese are responsible for:

- Conducting themselves in a manner that contributes to a positive work environment and reflects the Church's teachings
- Avoiding any activity that may be considered discriminatory, intimidating, retaliatory, unwelcome, or harassing
- Informing anyone they believe is harassing them that the behavior is offensive and unwelcome
- Reporting all incidents to the Pastor, Principal, or Business Manager that they consider or observe to be discrimination, intimidation, retaliation, unwelcome, or harassment
- Immediately discontinuing any conduct that others have told them is discriminatory, harassing, intimidating, unwelcome, or retaliatory

Harassment of, or discrimination against, any staff member, or any person serving the Parish (e.g., vendors, visitors, and volunteers) by any staff member is strictly prohibited. Likewise, staff members and volunteers are protected from harassment by vendors or others serving the Parish. All complaints of harassment will be investigated promptly and in an impartial manner. Note that absolute confidentiality is not promised and should not be expected because the Parish has a duty to investigate all complaints of unlawful behavior. Employees are required to cooperate in any investigation. Retaliation against any individual for making a complaint of harassment or discrimination or for participating in a harassment or discrimination investigation is strictly forbidden. Retaliation constitutes a violation of this policy.

A charge of harassment, discrimination, or retaliation shall not, in and of itself, create the presumption of wrongdoing. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Any employee who believes that the actions or words of a supervisor, co-worker, vendor, or other individual constitute unwelcome harassment, including but not limited to sexual assault, or discrimination has a responsibility to report or complain as soon as possible

to their Pastor, Principal, or Business Manager OR to the Archdiocesan Human Resources Director. Anyone who witnesses what is believed to be harassment should also immediately report it. To file a report, please complete the Unlawful Discrimination & Harassment Complaint Form at the end of this handbook. The Parish advises all employees to document any incidents involving discrimination, harassment, or sexual assault, and to report these actions to their Pastor, Principal, or Business Manager OR the Archdiocesan Human Resources Director immediately.

Please note that under Oregon law employees have five years within which to bring certain legal claims regarding sexual assault or discrimination based on race, color, religion, sex, national origin, marital status, age, expunged juvenile records, uniformed service, or disability.

The Parish may not require or coerce an employee to enter into a nondisclosure or no disparagement agreement that prevents the employee from discussing discrimination or sexual assault that occurred at work or between employees. However, an employee may request that a nondisclosure or no disparagement provision be included in any sort of settlement agreement with the Parish, and the employee has seven days after signing such an agreement to change their mind before the agreement becomes final.