



# The Church of the Holy Trinity

## POLICY AGAINST SEXUAL HARASSMENT

Anyone, clergy or lay person, who is employed by or who volunteers for The Church of the Holy Trinity, and who sexually harasses another employee, a volunteer or a postulant or aspirant who is being mentored by a member of the clergy, does so in violation of the policy of The Church of the Holy Trinity and is subject to discipline proportional to his or her offense.

### Procedures for Dealing with Allegations of Sexual Harassment

If anyone believes that an employee or volunteer at The Church of the Holy Trinity is guilty of sexual harassment, we urge that person to bring the problem to the attention of someone who can help. An employee or volunteer should report such a problem to his or her supervisor, to the Rev. John Beddingfield, or to a Warden or Vestry member. Persons who wish to complain about sexual harassment by a member of the clergy with whom they work may also report the problem to the Episcopal Diocese of New York by calling the Bishop's office (212-316-7413).

Whenever a possible incident of sexual harassment is brought to the attention of The Church of the Holy Trinity regardless of how that occurs, The Church of the Holy Trinity will investigate what happened and take appropriate action to remedy the situation if it is warranted. The Church of the Holy Trinity will conduct any such investigation promptly. Complaints will be handled on a "need to know" basis; to the extent possible, only those persons conducting the inquiry will know the identities of the charging party and the accused. However, once a senior representative of The Church of the Holy Trinity learns of a possible incident of sexual harassment involving a member of the clergy or an employee or volunteer worker, we must investigate the report; we cannot honor a Complainant's request that we do nothing.

If the investigation reveals that the complaint is true, the guilty party will be disciplined. Punishment for a lay employee or volunteer may range from a reprimand to mandatory counseling or sensitivity training to demotion or delay in promotion to dismissal in appropriate cases. All clergy who commit sexual harassment are liable to ecclesiastical discipline in accordance with canon law and the Diocesan policy against sexual misconduct by clergy.

No person who reports incidents of sexual harassment in the workplace will be subject to any sort of retaliation by the person accused or by anyone else. **Any retaliation against a complaining party by anyone will be grounds for immediate dismissal (if the retaliator is a Church of the Holy Trinity employee or volunteer) as well as the most serious ecclesiastical discipline (if the retaliator is a member of the clergy).**

The Church of the Holy Trinity recognizes that the question of whether a particular action or incident constitutes sexual harassment or is part of a purely personal, social relationship, without a discriminatory employment effect, must be resolved based on all the pertinent facts.

The Church of the Holy Trinity also recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. We trust that all our employees and volunteers will act responsibly to establish and maintain a pleasant working environment, free of discrimination.

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