

## Anti-Harassment Policy

All employees and volunteer workers (hereinafter "Employees") have the right to work in an environment free from harassment including harassment based on, but not limited to, age, gender, sexual orientation, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military status or veteran status. It is the policy of the Roman Catholic Diocese of Paterson hereinafter "Diocese") to provide employees with a work place free from such conduct. Any form of harassment constitutes a violation of Federal and State law and the Diocese will not permit any employee, male or female, harassment to another employee in any way. Catholic Charities will have zero tolerance for all of the aforementioned forms of harassment.

Harassment may involve, but is not limited to:

1. Requiring, as a condition of any employee's continued employment, unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature; or
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
3. Creating an intimidating, hostile or offensive working environment by such conduct. So long as the environment would reasonably be perceived, and is perceived, as hostile or abusive, there is no need for it also to be psychologically injurious, if a reasonable person would believe the work environment is hostile or abusive. If the workplace is permeated with the discriminatory intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the condition of the victim's employment and create an abusive working environment there is a violation of the law.

An employee should not assume Catholic Charities/Diocese is aware of his/her concern. In order to allow our agency to prevent and correct harassing and discriminatory conduct, it is essential that employees use the reporting procedure and that the agency receive information about every instance of such conduct in a timely manner. Accordingly, every employee should understand that under no circumstances should an employee believe that he or she cannot or should not report any discrimination, harassment or retaliation. Do not allow an inappropriate or unlawful situation to continue by not reporting it, regardless of who is creating that situation. No person in the Company, not even the CEO, is exempt from this policy.

All employees of the Diocese must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy may result in disciplinary action up to and including termination of employment.

### Reporting Process

Witnesses to or employees subjected to any form of sexual harassment should immediately report the matter to their Supervisor who will then notify the HR Director or Executive Director. If the alleged wrongdoer is the Supervisor in question, the witness or employee shall report the matter directly to the HR Director or Executive Director. No retaliatory measures will be taken against any employee who complains in good faith of any harassment or sexual harassment or reports alleged harassment or sexual harassment of another.

We will promptly investigate complaints of discrimination, harassment or retaliation and will take prompt remedial and/or disciplinary action as is appropriate under the circumstances. Staff are expected to cooperate with the agency's efforts to investigate such complaints. All such investigations will be kept confidential to the fullest extent possible. Any employee involved in the allegation of harassment who is not satisfied with the resolution of the matter may resort to the Diocesan Grievance Procedure. The determination of the Diocesan Complaint Review Board shall be final and binding. The Executive Director will keep in frequent contact with the office of the Chancellor of the Diocese as to the progress and results of the investigation.

## Diocesan Grievance Procedure

You may submit the complaint in writing to the Chancellor within five (5) working days of receipt of the Human Resources Director and/or Executive Director's decision of an investigation and/or termination. The decision of the Chancellor will be rendered within ten (10) working days of receipt of your written complaint unless circumstances require an extension of time for responding, in which case you shall be so advised. The Executive Director will keep in frequent contact with the office of the Chancellor of the Diocese as to the progress and results of the investigation.

If you are not satisfied with the Chancellor decision, you may submit the complaint in writing to Diocesan Complaint Review Board within five (5) working days of receipt of the Chancellor's decision. The decision of the Review Board will be rendered within thirty (30) working days of receipt of your written complaint. This decision will be final and binding on all parties.

The above grievance procedure is the sole and exclusive method for determining any and all disputes arising to your conditions of employment and any disciplinary or termination action, except where a statute explicitly provided to the contrary. No court action may be taken as an alternative to or as an appeal from the grievance procedure. Your commencing and/or continuing your employment with the diocese shall be considered acceptance of this grievance procedure as final and binding as set forth above.

*The grievance procedure outlined above is not intended to alter the At-Will-Status Policy.*

## Non Retaliation Policy

Department for Persons with Disabilities welcomes your concerns. Please be assured that any employee raising a concern in good faith will not experience any adverse consequence for discussing the concern with management, Human Resources or a Federal, State or local government agency.

Additionally, no employee will be subjected to harassment, intimidation, coercion, threats or discrimination because they have, in good faith, engaged in, or may engage in any of the following activities:

- Filing a complaint.
- Assisting or participating in an investigation, compliance audit, hearing or any other activity relating to the administration of any applicable Church, Federal, State or local law.
- Opposing any act or practice made unlawful by any applicable Church, Federal, State or local law or their implementing regulations.
- Exercising any other right protected by laws or their implementing regulations.
- Exercising their rights under any Catholic Charities policy.

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## Anti-Harassment / No Retaliation / Grievance Procedure Sign-Off

I acknowledge that I received training and/or policies regarding the Anti-Harassment, Anti-Retaliation and Grievance Procedure. I agree to abide by the principles that were explained in this training and/or Catholic Charities policies. I understand that if I have any questions that were not addressed in the training or in the handout, have additional questions regarding the policies or if I encounter any problems, I can contact the Human Resources Director or the CEO of Catholic Charities.

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Employee Signature / Print Name

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Date