

**First Unitarian Universalist Church of Nashville
Policy and Procedures**

I.xx	Section: <u>General & Administrative</u>	Adopted: <u>Dec., 2000</u> Revised: <u>Mar., 2006</u>
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POLICY AGAINST DISCRIMINATION

(NOTE: This policy applies only to acts of discrimination perpetrated by employees, officers, directors, committee chairs, representatives, agents, and volunteers of First Unitarian Universalist Church of Nashville. It does not cover conduct between members, friends or visitors who are not performing duties as a representative of the church.)

A cornerstone in the purpose and philosophy of our church is the recognition of the rights of all individuals to work and worship in an environment free from discrimination, harassment, intimidation, ridicule, or insult; that no individual is to be judged based upon or subject to harassment as the result of their race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or the known association with a known disabled individual; and to create a spiritual environment in order for our children to learn respect for all individuals.

I. General Prohibition

Each employment decision affecting an individual, whether it relates to hiring, discipline, termination, promotion, evaluations, wages, entitlement to benefits, or other terms, conditions, and privileges of employment is made without regard to the individual's race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or known association with a known disabled individual. Similarly, each employee, officer, director, committee chair, and volunteer of our church is responsible for executing their duties and responsibilities in a manner free of discrimination, harassment, intimidation, ridicule, or insult based upon an individual's race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or known association with a known disabled individual.

II. Sexual Harassment

Any conduct of a sexual or offensive nature by any employee, officer, director, committee chair, and volunteer while on Church property or while in the performance of responsibilities as a representative of our Church is expressly prohibited. This prohibition includes, but is not limited to, the following unwanted conduct:

- a) Sexually oriented joking;
- b) Suggestive comments or sexual advance; even if made without the intent to carry out either the suggestions or advances;
- c) Sexually oriented or otherwise disruptive and offensive noises;
- d) Sexually oriented or sexually offensive posters, graffiti, pin-ups, calendars, drawings signs, or cartoons;
- e) Sexually oriented or offensive innuendoes;

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- f) Sexually oriented or offensive gestures;
- g) Use of sexually oriented obscenity or derogatory language;
- h) Sexually oriented or offensive touching;
- i) Sexually oriented or offensive patch, buttons, pins, bats, clothing, etc.; and
- j) Sexually oriented or offensive conversation or other communication,

It is the responsibility of each employee, officer, director, committee chair, and volunteer not to engage in any of the foregoing conduct or any other conduct of a sexual nature while on Church property or while in the performance of their responsibilities as a representative of our Church which could be considered offensive or unwelcome. Moreover, it is the responsibility of each employee, officer, director, committee chair, and volunteer to report any such conduct.

III. Harassment Based On Other Protected Classifications

Prohibited harassment based on race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or known association with a known disabled individual occurs in any one of the following situations:

- a) Where an individual uses spoken or written words or engages in physical conduct that puts down, ridicules, or shows hostility, hatred, or dislike or loathing of a another individual because of their race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or known association with a known disabled individual; and,
- b) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment for an individual or of unreasonably interfering with an individual's performance, or such conduct otherwise adversely affects the individual's right to work or worship based upon the individual's race, color, religious beliefs, gender, national origin, sexual orientation, citizenship, age, marital status, disability or known association with a known disabled individual,

It is the responsibility of each employee, officer, director, committee chair, and volunteer not to engage in any of the foregoing conduct or any other conduct of a harassing nature while on Church property or while in the performance of their responsibilities as a representative of our Church. Moreover, it is the responsibility of each employee, officer, director, committee chair, and volunteer to report any such conduct.

IV. Complaint Procedure

Any conduct which might violate this Policy Against Discrimination should be reported immediately. Our success in preventing and stopping discriminatory, harassing, or

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offensive conduct depends upon such conduct being reported. Any conduct which might violate this policy should be reported to the President of the Congregation and/or Chair of the Personnel Committee.

All complaints will be thoroughly investigated. Once the facts have been gathered and reviewed, the President and/or Chair of the Personnel Committee will recommend appropriate action. The information surrounding the incident will be kept as confidential as possible; shared only as required in order to gather all of the facts including to the individual(s) subject of the Complaint, to those individuals charged with the responsibility of enforcing and implementing the policies of the Church on a need-to-know basis, and as otherwise may be required pursuant to the Church's grievance and mediation procedure. Any retaliation against any individual reporting conduct which might violate this Policy Against Discrimination or against any individuals participating in any investigation of such a report, is expressly prohibited.