

F.2 POLICY CONCERNING SEXUAL HARASSMENT AND EXPLOITATION

POLICY: The Sisters of Charity of Saint Elizabeth are firmly committed to the principle that the sexual harassment and exploitation of vulnerable individuals, those in situations where there is a power differential and/or imbalance, by members in any work place will not be tolerated.

Any complaint, allegation or suspicion that a member has engaged in behavior constituting sexual harassment or exploitation of a vulnerable person will be taken seriously and investigated promptly in a responsible and compassionate manner.

PROCEDURES:

1. DEFINITION OF TERMS

- a) A “member” is any professed member of the Congregation of the Sisters of Charity of Saint Elizabeth. A complaint, allegation or suspicion involving a former member, novice or candidate, during the period when she was a member, novice or candidate, may be processed in accordance with procedures herein if warranted by the circumstances.
- b) A minor is any person below the age of majority as designated by the State in which the alleged abuse occurred. Other vulnerable persons would include, but not be limited to, any person beyond the age of majority who, because of impairment of mental or physical function or emotional status is unable to recognize and/or report abuse, neglect or exploitation without assistance.
- c) “Sexual harassment” may be unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual’s employment or wellbeing, or
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
- d) “Sexual exploitation” consists of inappropriate sexual conduct or contact between a member who is a pastoral care giver and an adult who is the recipient of the member’s pastoral care.

2. PROCESSING COMPLAINTS

A complaint, allegation or suspicion concerning an act of sexual harassment or exploitation by a member shall be submitted to the personnel Officer, Director of Human Resources or appropriate administrator of the institution in which the member works or holds a position or office. Such complaint, allegation or suspicion shall be processed in accordance with the procedures established by the institution for the handling of discrimination complaints.

If procedures are unavailable for the processing of such matters, the vulnerable person may submit the complaint, allegation or suspicion of sexual harassment or exploitation by a member directly to the General Superior of the Sisters of Charity of Saint Elizabeth.

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