

ALLEN TEMPLE

African Methodist Episcopal Church

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SEXUAL & ANTI-HARASSMENT POLICY GUIDE

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THE RIGHT REV. JULIUS H. McALLISTER, SR., PRESIDING PRELATE

MOTHER JOAN MARLA McALLISTER, EPISCOPAL SUPERVISOR

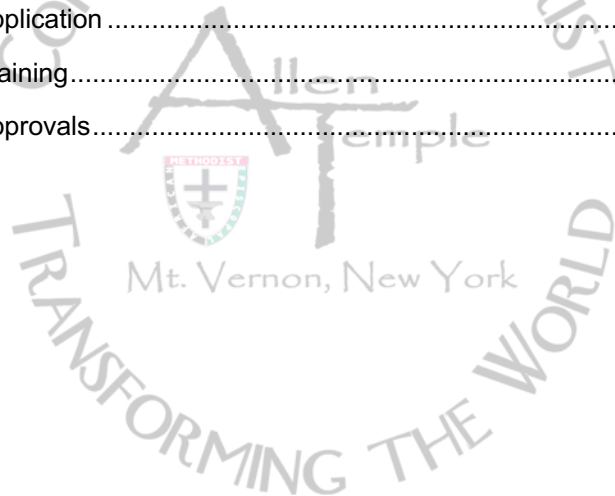
THE REVEREND DR. LANEL D. GUYTON, PRESIDING ELDER

THE REVEREND DR. HUGH B. MARRIOTT, PASTOR

The Allen Temple African Methodist Episcopal Church and its leadership reserve the right to make any changes or modifications to this policy in accordance with efforts that allow the Church to maintain its adherence and compliance to The Doctrine and Discipline of The African Methodist Episcopal Church and The Holy Scriptures as the final authority.

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Section 1. Purpose

1.1 General Statement

The Allen Temple AME Church is committed to providing a safe environment for all its members, staff and associates free from discrimination on any ground and from harassment at work including sexual harassment. The Church will operate a zero tolerance policy for any form of sexual harassment on the property, and treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action in accordance with the New York State law.

Allen Temple recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the church, for example between pastor or minister and member. Anyone, including leaders, members, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

1.2 Scope

All church members, affiliate members, volunteers, contractors, visitors, and guests.

1.3 Responsibility

This policy applies to church members, (clergy and lay), Bishops, Presiding Elders, visitors, contractors and persons affiliated and/or conducting business regardless of immigration status and any person with or without a vested interest in the operation and functioning of the church, herein after referred to "individuals".

Anyone who serves in a leadership capacity at the Allen Temple African Methodist Episcopal Church and who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning.
- Adverse performance evaluation.
- Reduction in wages.
- Transfer.
- Demotion.
- Suspension.
- Dismissal.

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser, and as appropriate referral to the relevant authorities in accordance with State law.

Section 2. Policy Statement

2.1 Policy

It is our policy that employees and others acting on behalf of the Allen Temple African Methodist Episcopal (AME) Church are entitled to respectful treatment on all church premises. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued.

A respectful house of worship is about more than compliance with the law. It is an open environment that is free of inappropriate behavior of all kinds. We are committed to providing a house of worship in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at the Allen Temple AME Church.

All sexual harassment is prohibited whether it takes place within Allen Temple's premises or outside, including at social events, business trips, training sessions or conferences sponsored by or attended by the Allen Temple AME Church.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

No one will be victimized for making such a complaint.

2.2 Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Verbal conduct, such as:
 - Comments on a person's appearance, age, private life, etc.
 - Sexual comments, stories and jokes.
 - Sexual advances.
 - Repeated and unwanted social invitations for dates or physical intimacy.
 - Insults based on the sex of the person.
 - Condescending or paternalistic remarks

- Sending sexually explicit messages (by phone or by email)
- Physical conduct, such as:
 - Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
 - Physical violence, including sexual assault.
 - Physical contact, e.g. touching, pinching.
 - The use of job-related threats or rewards to solicit sexual favors.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. Allen Temple recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

2.3 Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for worship purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an individual's liberty or to create an intimidating, hostile or offensive worship environment.

2.4 Inappropriate Behavior

Our goal is to have a house of worship where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. The Allen Temple AME Church reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Section 3. How To Report A Violation

3.1 Investigation and Response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination/removal) will be taken against those violating this Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

3.2 Leadership and Responsibilities

Every Official Board Member and Ministry Leader is responsible for ensuring that the Allen Temple AME Church provides a house of worship that is free of harassment and inappropriate behavior, and that complaints are handled promptly and effectively. All instances of the potential violation to this policy must be reported immediately to the Pastor, irrespective of fault, blame or guilt.

3.3 Retaliation is Prohibited

This policy strictly prohibits any retaliation against any person who reports a concern about harassment or other inappropriate behavior.

3.4 Application

This applies to all individuals and to anyone else doing business for or with the Allen Temple AME Church. This includes vendors, suppliers and contractors. It also applies to all locations and situations where Allen Temple members and affiliates are participating, and to all Allen Temple AME Church sponsored worship and social events.

Do not assume that the Allen Temple AME Church and its officials are aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to the Steward Pro-temp.

Section 4. Training

All leaders who play a role in facilitating or managing member and visitor access to church activities will be trained to assure appropriate implementation of the policy and avoidance of unnecessary restriction or limitations on individual's rights. Policy review and culturally competent training with evidence of same will be retained by the Allen Temple AME Church's Health Commission.

You may also contact the church at 914.699.3932 to leave a message and your call will be returned with the strictest urgency.

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. Allen Temple recognizes that sexual harassment may occur in unequal relationships (i.e. between a pastor and his/her subordinate or member) and that it may not be possible for the victim to inform the alleged harasser. If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another minister, a member of the Official Board, etc. When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- Ensure that the victim understands the company's procedures for dealing with the complaint.
- Discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
- Keep a confidential record of all discussions.
- Respect the choice of the victim.
- Ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework.

Throughout the complaints procedure, a victim is entitled to be helped by a counselor within the church. Allen Temple will nominate a number of counselors and provide them with special training to enable them to assist victims of sexual harassment.

Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint.
- Ensure that the alleged harasser understands the complaints mechanism.
- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter.

- Ensure that a confidential record is kept of what happens.
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- Ensure that the above is done speedily and within 5 days of the complaint being made.

Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy as appropriate.

The person carrying out the investigation will:

- Interview the victim and the alleged harasser separately.
- Interview other relevant third parties separately.
- Decide whether or not the incident(s) of sexual harassment took place.
- Produce a report detailing the investigations, findings and any recommendations.
- If the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal).
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped and that the victim is satisfied with the outcome.
- If it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace.
- Keep a record of all actions taken.
- Ensure that the all records concerning the matter are kept confidential.
- Ensure that the process is done as quickly as possible and in any event within 5 days of the complaint being made.

Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the Church by reporting to the police directly.

It is the responsibility of every pastor to ensure that all his/her members of the Official Board are aware of the policy.

Section 5. Approvals

TBD, Health Commission Director

Date Signed

Walter Cholmondeley, Trustee Chair Pro-Tem

Date Signed

Mrs. Yvette Joseph, Steward Chair Pro-Tem

Date Signed

Rev. Dr. Hugh B. Marriott, Pastor

Date Signed

