

Policy Review

Some suggestions to consider:

- If you are using the model policy from New York State it might need to be edited.
- You might need to consider who is covered in your policy.
- It's clear the policy was written with businesses in mind as the language is Employer and Employee and, in many cases, it seems to assume you have an HR department who will handle most of this work
- In the introduction to the policy it says: "Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally."
- In your church, would your policy cover volunteers and the people in the pews?
- What word or words would you use to replace employee?
- What words would you use to replace workplace, manager, supervisor?
- It does not need to be included in the policy but you will need to know and have written how an investigation proceeds and who runs the investigation?
- Who receives the complaint?
- Which positions in your church would receive the complaint and run the investigation.
- What would corrective action be in your church.
- What would happen if someone failed to report suspected sexual harassment?
- Review the recommended steps in the investigative process.
- Make sure the victim knows his or her legal rights as they are outlined in the policy.
- What would happen to the perpetrator? Our denominational systems are set up to respond to clergy misconduct, what if it is a lay person?