



## **HEARTLAND CHRISTIAN ASSOCIATION ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-SEXUAL MISCONDUCT POLICY**

### **Prohibition of sexual harassment and other improper harassment or discrimination**

Heartland Christian Association (HCA) is committed to providing an environment free of sexual or any other form of unlawful or improper harassment, conduct, or discrimination. These behaviors will not be tolerated by anyone during any HCA event or program.

HCA is committed to maintaining a respectful, courteous environment in all settings that respects the dignity and worth of all people. Inappropriate behavior and unlawful harassment are wholly inconsistent with this commitment. No employee, contract worker, volunteer, or participant is exempt from the prohibitions within this policy.

### **Prohibited Conduct**

#### **1. Sexual harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and lewd, vulgar, or obscene remarks, jokes, posters, or cartoons, and any unwelcome touching, pinching, or other physical contact.

#### **2. Other improper harassment or discrimination**

Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, forms of dress, body features, or other legally protected categories. Prohibited harassment also includes the transmission of materials such as pornography, cartoons, jokes, or links to offensive materials online using HCA's electronic communications system, or through other online conduct.

All HCA employees, contractors, volunteers, and participants are prohibited from engaging in unlawful discrimination.

### **Reporting Procedure**

*If any staff member receives a report of sexual harassment or other improper harassment or discrimination from a participant, the staff member **must** report it to the Event Director (if there is one), the Camp Director (if there is one), the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.*

Anyone who believes that they have been harassed or discriminated against or that they have witnessed any harassment or discrimination by at an HCA event or activity, should immediately do the following:

1. Report the incident verbally or in writing to the Event Director (if there is one), the Camp Director (if there is one), the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.
2. Report any additional incidents or retaliation that occur to the Event Director (if there is one), the Camp Director (if there is one), or the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.

Any Event Director, Camp Director, or member of the Heartland Christian Association Board of Directors who observes, or receives a report of, any form of unlawful harassment, discrimination, or retaliation for conduct protected by this policy, **must** promptly report the conduct to the President of Heartland Christian Association or, if the President is reported, to the other members of the Heartland Christian Association Board of Directors so that an investigation can be conducted and, if appropriate, remedial action can be taken.

Any reported incident will be investigated. Investigations will be conducted in a fair, impartial, timely, and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information he or she thinks is relevant or important for consideration, and that allows HCA to reach reasonable conclusions based on the information collected. In responding to and taking action to address a complaint, HCA will be as discrete as reasonably possible under the circumstances and will maintain confidentiality of the matter to the extent reasonably possible, subject to its obligation to conduct a full and fair investigation. Appropriate action will be taken by HCA to stop and remedy any and all such conduct, including interim measures during a period of investigation. The investigation will be completed in a timely manner, after which the HCA will inform the complaining party of the conclusions reached concerning the complaint.

### **Retaliation Prohibited**

HCA will not allow retaliation against anyone who makes a complaint under this policy. Employees and contract workers are protected by law from retaliation for opposing or reporting unlawful harassment or discrimination, or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by HCA or a government agency with respect to such complaints. Anyone who retaliates against someone else for engaging in any of these protected activities will be subject to disciplinary actions.

### **Violations of Policy**

Any HCA employee, contract worker, volunteer, or participant who violates this policy will be subject to disciplinary action, including termination of his or her employment or engagement or removal or removal from the Heartland Christian Association Board of Directors. To the extent a customer, vendor, or other person with whom the HCA does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action to address that situation.

Anyone who has questions about this policy or requires further information on the subject of sexual or other harassment or discrimination should contact the HCA office.

## Prohibition of sexual misconduct

Heartland Christian Association (HCA) is committed to providing an environment that upholds biblical standards of behavior and ethics. Inappropriate and/or unlawful sexual behavior are wholly inconsistent with this commitment. No employee, contract worker, volunteer, or participant is exempt from the prohibitions within this policy.

## Prohibited Conduct

HCA defines sexual misconduct as any type of sexual contact (including, but not limited to, all illegal sexual conduct) between non-married individuals (whether staff members or participants). Examples of sexual contact include (but are not limited to) prolonged hugging and/or kissing (sometimes referred to as 'petting' or 'necking'), fondling, oral sex, and sexual intercourse of any type. Sexual misconduct will not be tolerated by anyone during any HCA event or program.

## Reporting Procedure

*If any staff member receives a report of sexual misconduct from a participant, the staff member **must** report it to the Event Director (if there is one), the Camp Director (if there is one), the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.*

Anyone who believes they are the victim of sexual misconduct or that they have witnessed sexual misconduct at an HCA event or activity, should immediately do the following:

1. Report the incident to the Event Director (if there is one), the Camp Director (if there is one), the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.
2. Report any additional incidents or retaliation that occur to the Event Director (if there is one), the Camp Director (if there is one), or the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.

Any Event Director, Camp Director, or member of the Heartland Christian Association Board of Directors who observes, or receives a report of sexual misconduct or retaliation for conduct protected by this policy, **must** promptly report the conduct to the President of Heartland Christian Association or, if the President is reported, to the other members of the Heartland Christian Association Board of Directors so that an investigation can be conducted and, if appropriate, remedial action can be taken.

Any reported incident will be investigated. Investigations will be conducted in a fair, impartial, timely, and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information he or she thinks is relevant or important for consideration, and that allows HCA to reach reasonable conclusions based on the information collected. In responding to and taking action to address a complaint, HCA will be as discrete as reasonably possible under the circumstances and will maintain confidentiality of the matter to the extent reasonably possible, subject to its obligation to conduct a full and fair investigation. Appropriate action will be taken by HCA to stop and remedy any and all such conduct, including interim

measures during a period of investigation. The investigation will be completed in a timely manner, after which the HCA will inform the complaining party of the conclusions reached concerning the complaint.

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### **Violations of Policy**

Any HCA employee, contract worker, volunteer, or participant who violates this policy will be subject to disciplinary action, including termination of his or her employment or engagement or removal or removal from the Heartland Christian Association Board of Directors. To the extent a customer, vendor, or other person with whom the HCA does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action to address that situation.

Anyone who has questions about this policy or requires further information on the subject of sexual misconduct should contact the HCA office.

### **Avoiding Sexual Misconduct**

Heartland Christian Association (HCA) is committed to providing a safe environment, free of sexual misconduct. Therefore, for the safety of all, the following rules are to be followed at all HCA events and activities:

#### **A. Never alone.**

*HCA staff members are **NEVER** to be alone (“out of public view”) with a minor (a person under 18), including minor staff members, unless they are a parent or legal guardian of the minor.*

“Out of public view” means that the persons involved are not continuously being observed by other people. Being in an automobile without additional passengers is “out of public view” and is a violation of this rule.

### **Reporting Procedure**

*If any staff member sees a violation of the “Never alone” rule or receives a report of a violation from a participant, the staff member **must** report it to the Event Director (if there is one), the Camp Director (if there is one), the President of Heartland Christian Association, or another member of the HCA Board of Directors with whom you feel comfortable.*

Any reported incident will be investigated. Investigations will be conducted in a fair, impartial, timely, and thorough manner that provides all relevant parties with the opportunity to be heard and to present any information he or she thinks is relevant or important for consideration, and that allows HCA to reach reasonable conclusions based on the information collected. In

responding to and taking action to address a reported rule violation, HCA will be as discrete as reasonably possible under the circumstances and will maintain confidentiality of the matter to the extent reasonably possible, subject to its obligation to conduct a full and fair investigation. Appropriate action will be taken by HCA to stop and remedy any and all such conduct, including interim measures during a period of investigation. The investigation will be completed in a timely manner.

### **Retaliation Prohibited**

HCA will not allow retaliation against anyone who makes a report under this policy. Anyone who retaliates against someone else for reporting a violation will be subject to disciplinary actions.

### **Violations of the Rule**

If after proper investigation the report is found to be true, one of the following will occur:

1. If only the “Never alone” rule was broken and there no additional HCA policy violations occurred and this is the staff member’s first time breaking the rule, then a written report and reprimand signed by the offending staff member will be added to the person’s file. The offending staff member will be informed that any additional violation of the “Never alone” rule will result in the staff member being removed and barred from holding any leadership or staff positions at HCA youth events or activities.
2. If only the “Never alone” rule was broken and no additional HCA policy violations occurred but this is the staff member’s second time breaking the rule, then a written report and reprimand signed by the offending staff member will be added to the person’s file, the person will be immediately terminated from, and will no longer be allowed to hold, any staff or leadership position at HCA youth events or activities.
3. If the investigation uncovers that additional HCA policies were broken, then procedures for those policies should be followed.

Anyone who has questions about this policy or requires should contact the HCA office.

**B. Stay in groups.** It is recommended that more than one adult be present to supervise groups of minors particularly when that group will remain for more than a few minutes outside of public view. If only one adult is supervising a group of minors, it is recommended that measures be taken to keep the group in public view, or if that is not possible, to frequently monitor the group through random checks by another adult. The goal in these recommendations is to minimize the risk of an adult supervisor having opportunity to abuse minors. The potential for abuse to occur is greater with younger children.

### **C. Exclude sexual offenders from participation.**

It is HCA policy to exclude from leadership, staff or participant roles at all youth activities and events (including, but not limited to, nurseries and camps) any person (of any age) who has:

- Been convicted of abuse of a minor (either physical or sexual abuse) or any other civil or criminal offense that would make the individual unsuitable to be in close proximity to minors.

- Admitted prior sexual abuse of a minor (whether prosecuted or not).
- Received a diagnosis of pedophilia, exhibitionism or voyeurism as defined by the American Psychiatric Association (APA).

***All staff for youth activities and events are to be cleared through use of a national criminal background check once a year.***

### **Acknowledgment**

By signing below, I acknowledge that I have read and understand the *Heartland Christian Association Anti-Harassment, Anti-Discrimination, and Anti-Sexual Misconduct* policy.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_