



ROMAN CATHOLIC

DIOCESE of SPRINGFIELD–CAPE GIRARDEAU

Office of Child and Youth Protection

POLICY ADDRESSING HARASSMENT, DISCRIMINATION, AND VIOLENCE BY EMPLOYEES, OTHER STUDENTS OR THIRD PARTIES

The Diocese of Springfield-Cape Girardeau, rooted in gospel values and the teachings of the Roman Catholic Church, is committed to maintaining an environment free of unlawful harassment, discrimination, violence, or retaliation in our parishes and schools by employees, other students, or third parties. Everyone has the right to participate, learn, and work in a safe atmosphere that promotes equal opportunities with respect to all other Diocesan Policies, *The Safe Environment Policy and Procedures*, and applicable Federal, State and Canon Laws. Any known or suspected child abuse or neglect must be immediately reported to the Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL.

This policy applies to all minors and adults of the Diocese of Springfield-Cape Girardeau community, including all employees, persons hired to provide contracted services, and volunteers at parish and school activities and programs where minors and students may be present.

Conduct prohibited by this policy is unacceptable in all academic, educational, extracurricular, athletic, and other activities and programs involving youth and children of the schools and parishes, whether those programs occur on campus, on a bus, or at another location away from the parish or school campus. A harasser may be a minor/student or an adult.

Harassing conduct is defined as severe, persistent, and pervasive, and adversely affects or substantially interferes with an individual's ability to participate in or benefit from a program or activity; or creates an intimidating, hostile or abusive environment.

Examples of harassment, discrimination, violence, or retaliation include, but are not limited to, the following:

- Name calling, slurs, epithets, verbal abuse, derogatory or degrading descriptions, rumors, jokes, or stories that are based on sex, race, national origin, ethnicity, or physical or mental disability;
- Graffiti, drawings, pictures, or other written or graphic material of a sexual nature or hostile to an individual or group;
- Viewing, recording, or distributing audio or video recordings of another person without their knowledge or consent;
- Unwelcome sexual advances, comments about an individual's body, sexual activity, or attractiveness;
- Touching oneself or touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- Coercing or demanding sexual acts; implied or overt threats or promises of preferential treatment;
- Threatening, intimidating or physical acts of violence; bullying and cyberbullying; stalking;
- Sexually violent behavior, rape, sexual assault, sexual battery, or sexual exploitation, enticement, or coercion.

The Diocese of Springfield-Cape Girardeau encourages prompt reporting of complaints, concerns, and all perceived incidents of harassment, discrimination, violence, or retaliation, regardless of the offender's identity or position, so that rapid and corrective action can be taken.

If any words or actions make you feel uncomfortable or fearful, immediately report, orally or in writing, your concerns to the pastor, principal, teacher, counselor, or the Policy Coordinator.

The Diocese of Springfield-Cape Girardeau will make all reasonable efforts to protect the privacy of all parties involved in an investigation and to keep the complaint and investigation confidential. Confidentiality cannot be guaranteed; however, rights to privacy will be respected as much as possible.

We take all reports seriously and will take appropriate action to investigate such claims to eliminate that harassment, discrimination, sexually violent behavior, or retaliation, and discipline any persons found to have engaged in such conduct.

This is a summary of the diocesan policy against harassment, discrimination, violence, or retaliation. A complete copy of the policy is available at the Diocese of Springfield-Cape Girardeau, Office of Child and Youth Protection upon request.

Contact:

Director, Office of Child and Youth Protection

Policy Coordinator



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REPORT FORM FOR VIOLATIONS OF POLICY ADDRESSING HARASSMENT, DISCRIMINATION, VIOLENCE, OR RETALIATION

Complainant: _____ Phone: _____

Parent/Guardian Name: _____

Home Address: _____

Time and Date of this report: _____

Nature of the alleged incidents: _____

Harassment Discrimination Sexual Violence Retaliation

Name(s) of alleged offender(s): _____

If the alleged incident was toward another person, identify that other person and their contact information:

Date(s), time(s) and place(s) the incident occurred? _____

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e., threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____ has acted as set forth above. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

(Complainant's signature)

(Date)

(Parent/guardian signature)

(Date)

(Diocesan Representative)

(Date Received)