

This form is to be signed by all pastors serving under appointment and all employees of the church. Employee copies stay on file in the church office. Pastor's signed forms must be returned to the District Office.

The Florida Annual Conference of the United Methodist Church
EMPLOYEE CONDUCT POLICY

I. Anti-Harassment Policy

The Church believes that each employee has the right to work in an environment free of harassment; therefore, the Church has adopted this policy that no employee may harass another. Anyone violating this policy will be subject to disciplinary action, up to and including possible termination.

This policy is adopted by the Staff-Parish Relations Committee**, the body responsible for overseeing personnel matters. While the Staff-Parish Relations Committee expects its pastoral staff to refrain from the types of harassment set forth below, the SPRC recognizes *The Book of Discipline of The United Methodist Church* provides the method for filing a complaint against an appointed United Methodist pastor and the method by which appointed United Methodist pastors are subject to review and discipline.

To ensure no one ever feels he/she is being subjected to harassment and to create a comfortable working environment, the Church prohibits any offensive physical, written or spoken conduct, including the use of a computer, regarding any of the following subjects:

- (1) Unsolicited and unwelcome or unwanted written, verbal, physical and/or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes and invitations. Verbal examples: derogatory comments, slurs, jokes and epithets. Physical examples: assault, touching, impeding or blocking movement. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters or magazines.);
- (2) Unwelcome requests or demands for favors, including sexual favors. This includes either subtle or blatant solicitations, pressures or requests for any type favor, including unwelcome requests for dates whether or not they are accompanied by an implied or stated promise of preferential treatment or negative consequence concerning employment;
- (3) Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sexually oriented and considered unwelcome. This includes comments about national origin, race, body, disability or appearance, where such comments go beyond mere courtesy, telling "dirty jokes" or any tasteless, sexually oriented comments, innuendo or actions that offend;
- (4) Creating a work environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions related to a prohibited form of harassment;
- (5) Continuing to express sexual or romantic interest after being informed that the interest is unwelcome. (Reciprocal or mutual attraction is not considered sexual harassment);
- (6) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to efforts to establish relationship, where the reprisal relates to compensation, promotion, discipline, tenure or job assignments;
- (7) Engaging in coercive sexual behavior which is used to control, influence or affect the career, salary, and/or work environment of another employee; or which may have that effect;
- (8) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in return for sexual/romantic favors;

(9) Offering sexual favors in exchange for employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications; and

(10) Sending pornographic, sexually explicit, or sexually exotic material through the computer or other means.

Normal courteous, mutually respectful, pleasant, non-coercive interaction among employees, both men and women, that is acceptable to both parties, is not considered to be harassment, including sexual harassment.

If any employee believes that he/she is being subjected to any of these forms of harassment or believes that he/she is being subjected to discrimination because other employees are receiving favored treatment in exchange, as an example, for sexual favors, he/she must promptly bring this to the attention of the Senior Pastor or the Chair of the Staff Parish Relations Committee. If both the Senior Pastor and the Chair of the Staff Parish Relations Committee are members of the same sex, the employee may bring the complaint to the attention of a member of the Staff Parish Relations Committee whose sex is different

than that of the Senior Pastor and the Chair of the Staff Parish Relations Committee. The name, address, and telephone number of the members of the Staff Parish Relations Committee is to be made available by the local Church office upon request. The person to whom the complaint is made must immediately report the complaint to the Senior Pastor or to the District Superintendent if the Senior Pastor is the subject of the complaint. When the pastor is the subject of the complaint, it is expected that the District Superintendent will report the complaint to the Bishop.

Employees should report any incident of harassment in writing, if possible.

If a complaint of harassment is made, then an investigation will be conducted as promptly as possible. The investigation of the complaint will be completed within thirty (30) days from the submission of the complaint, provided there are no extenuating circumstances. It is understood matters of this type are sensitive in nature and attempts will be made to so treat the information that is developed.

The Church will not retaliate against an employee who in good faith files a complaint of harassment, nor will it retaliate against an individual for cooperating in good faith in an investigation of harassment. If an individual is found to have violated the Church's Anti-Harassment Policy, or if a complaint is found to have intentionally made false or malicious allegations, then sanctions may include the full range of disciplinary actions up to and including termination of employment.

This policy applies to all phases of the employment relationship, including recruiting, testing, hiring, upgrading, promotion/demotion, transfer, rates of pay, benefits, selection for training, layoff and termination.

The Church maintains and enforces a policy prohibiting harassment by one employee of another, without regard to whether it is harassment of a co-worker, subordinate employee or supervisor.

II. Sexual Abuse and Misconduct Policy

It is the Church's policy that no employee may engage in any form of sexual abuse or misconduct. Anyone violating this policy will be subject to disciplinary action, up to and including possible termination.

This policy is adopted by the Staff-Parish Relations Committee, the body responsible for overseeing personnel matters. While the Staff-Parish Relations Committee expects its pastoral staff to refrain from the types of abuse and misconduct set forth below, the SPRC recognizes *The Book of Discipline of The United Methodist Church* provides the method for filing a complaint against an appointed United Methodist pastor and the method by which appointed United Methodist pastors are subject to review and discipline.

All employees are expected to create an atmosphere free of sexual abuse and misconduct. Furthermore, all staff leaders and members are expected to immediately report any knowledge of sexual abuse or misconduct to the Senior Pastor or Chair of the Staff-Parish Relations Committee.

If both the Senior Pastor and the Chair of the Staff-Parish Relations Committee are members of the same sex, the employee may bring the complaint to the attention of a member of the Staff-Parish Relations Committee whose sex is different than that of the Senior Pastor and the Chair of the Staff-Parish Relations Committee. The names, addresses, and telephone numbers of the Staff-Parish Relations Committee is to be made available by the local Church office upon request. The person to whom the complaint is made must immediately report the complaint to the Senior Pastor or to the District Superintendent if the Senior Pastor is the subject of the complaint. It is expected that the District Superintendent will report the complaint to the Bishop.

Reports of any incidents of sexual abuse or misconduct should be in writing, if possible.

If a complaint of sexual abuse or misconduct is made, then an investigation will be conducted as promptly as possible. The investigation of the complaint will be completed within 30 days from submission of the complaint, provided there are no extenuating circumstances. It is understood matters of this type are sensitive in nature and attempts will be made to so treat the information that is developed.

The Church will not retaliate against anyone who in good faith files a complaint of sexual abuse or misconduct, nor will it retaliate against an individual for cooperating in good faith in an investigation of sexual abuse or misconduct.

If an individual is found to have violated the Church's Sexual Abuse and Misconduct Policy, or if a complainant is found to have intentionally made false or malicious allegations, then sanctions may include a full range of disciplinary actions up to and including termination of employment. Sexual abuse is a criminal act and will be prosecuted by the authorities.

This policy applies to all phases of the employment relationship, including recruiting, testing, hiring, upgrading, promotion/demotion, transfer, rates of pay, benefits, selection for training, layoff and termination.

Church employees are required to review the Florida Conference's *Child Protection Policy* on an annual basis and adhere to the guidelines in this document. A copy of this *Child Protection Policy* may be found at www.flumc.org

III. Computer Use and Electronic Communications Policy

The Church is committed to providing an environment that encourages the use of computers, telephones, fax machines, and other electronic communications as essential tools to support the Church's ministry. In utilizing either your own personal computer or the Church's computers and electronic communications systems including, but not limited to, electronic mail and access to the Internet, it is important for all employees and users (hereinafter sometimes referred to collectively as "User" or "Users") to be aware of the Church's policy regarding responsible use. It is the responsibility of each User to ensure that this technology is used for proper Church purposes and in a manner that 1) is responsible, professional, and legal; 2) does not compromise the confidentiality of proprietary or other sensitive information; 3) does not compromise the security of the Church's computer resources; and 4) is consistent with good stewardship and the mission and ministry of the Church.

All computers, electronic and telephonic communications system and all communications and information transmitted by, received from, or stored in these systems is the property of the Church. The Church reserves the right to monitor your computer and the e-mail system in order to ensure that it is being used for appropriate purposes. Additionally, the Church also reserves the right to monitor your own personal computer and e-mail when brought onto Church property and used for Church business. Employees and Users do not have a personal right to privacy in any matter created, received or sent from the e-mail or internet.

To ensure that the use of computer, electronic and telephonic communications systems and Church equipment is consistent with the Church's mission, authorized representatives of the Church reserves the right to monitor and

review e-mail messages and Internet access, without prior notice. This includes the right to monitor Internet sites visited, and the duration of a User's or employees(s) Internet use, and the substance and identity of files which have been viewed, accessed, or downloaded. E-mail messages and Internet access are not private, and Users should not consider their e-mail messages and Internet access to be private. An employee's or User's access code or password does not give her or him any right to privacy with respect to using the Church's e-mail and Internet systems or your personal computer when brought onto Church property and used for Church business.

The Church's current policy and guidelines on the use of e-mail in conducting business is as follows:

- All employees and Users should be sensitive to the fact that e-mail can create a permanent written record. Therefore, no text should be included in an e-mail message that would not be included in any other written communication.
- No information marked "confidential" "not for distribution" or "internal use only" may be transmitted via e-mail (or otherwise communicated or distributed) to anyone other than persons authorized to receive such material. Any email received by an unauthorized person should be permanently deleted and the unauthorized recipient should immediately inform the sender of the error.
- Any questions about a specific item to be e-mailed should be directed to the Senior Pastor or her/his designee.
- No electronic or telephonic communications system is to be used for the purpose of accessing pornography, sexually explicit or sexually erotic material, or any site for a purpose deemed to be immoral or against the law.

I have received and read the Florida Annual Conference of the United Methodist Church's Employee Conduct Policy.

Date:
Employee Name:
Employee Signature:
Name of Church:

*For purposes of this policy only, the term "Church" shall refer collectively to the Florida Annual Conference of the United Methodist Church, its district office, local congregations within the geographical bounds of the Conference, and related entities of the above. The publication and promulgation of this common policy is not intended to imply that an employee of one entity is an employee or agent of any other entity.

** For purposes of this policy, Staff-Parish Relations Committee shall refer to the church's personnel committee.

This form is to be signed by all pastors serving under appointment and all employees of the church. Employee copies stay on file in the church office. Pastor's signed forms must be returned to the District Office.