



## **Equal Employment Opportunity & Anti-Harassment Policy For the Golden Gate Center for Spiritual Living**

### **Policies**

#### **Equal Employment Opportunity**

GGCSL provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, marital status, sexual orientation, pregnancy, political belief, disability that does not prohibit performance of essential job functions, or any other characteristic protected by law, but reserves the right to consider religion in employment decisions to the extent allowed by law. GGCSL will make all its employment decisions so as to further this principle of equal employment opportunity.

#### **Discrimination**

GGCSL prohibits discrimination by any of its employees. If an employee believes that he or she has been subjected to a form of unlawful discrimination, he or she should provide a complaint to the Senior Minister or the President of the Core Council, who will investigate all such incidents. If GGCSL determines that unlawful discrimination has occurred, effective remedial action will be taken. Appropriate action also will be taken to deter any future discrimination. GGCSL will not retaliate against an employee for filing a complaint and will not knowingly permit retaliation by management, employees or co-workers.

#### **Harassment**

It is GGCSL's policy to maintain an environment that is free of intimidation, hostility or other offenses which might interfere with work, study and worship. Unlawful harassment of any sort — verbal, physical, visual — will not be tolerated.

Not all harassment is unlawful, including conduct among members of the community that is not related to employment. Nevertheless, it is GGCSL's goal to create and maintain an environment for employees, members and friends of GGCSL that is free of harassment, which can take many forms, including words, signs, jokes, pranks, intimidation, threats, physical contact, or violence. Some of this conduct may constitute inappropriate rageful behavior, if it is marked by language, tone, or behavior that intimidates or frightens another person.



Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Note that not all harassment is necessarily sexual in nature.

### **Examples of Sexual Harassment**

- Sexual harassment may include:
- Unwelcome sexual advances;
- Unwanted physical contact, such as touching, assault, or interference with the movement of another;
- Verbal statements, such as sexual slurs, “put-downs,” degrading comments, sexual invitations or jokes that make another person feel uncomfortable, embarrassed, or otherwise humiliated;
- Displaying or circulating visual material, such as drawings, cartoons, posters, photos, or objects that are obscene or degrading, and/or telling sexual jokes or stories, which are unwelcome to other persons;
- Unwelcome staring or leering, sexual flirtation, excessive personal comments;
- Unwelcome graphic, overly detailed, verbal comments about another person’s body.

### **Reporting and Investigations**

Employees, members, or friends of GGCSL should promptly report any incident of harassment, including what may be unlawful sexual harassment, to his/her immediate supervisor or any member of management, or Center leadership. GGCSL may require that the report be in writing. GGCSL will initiate an investigative process characterized by desire for healing in addition to adherence to the law. Employees, members, or friends of GGCSL making a report may do so without fear of reprisal. The concerns of all parties involved will be addressed with the utmost care and respect.

Employees and volunteers found in violation of this policy may be offered counseling, and will be subject to disciplinary action, up to and including termination of employment or voluntary service.



## **Creating an Atmosphere of Healing**

It is the policy of GGCSL that behavior described in this policy statement will not be tolerated. Additionally, it is the policy of this spiritual community that when a healing approach can be used rather than a punitive or legal approach, that is desirable. To that end, it is suggested that before letters of complaint are submitted that prayer be utilized to manifest discernment and foster healing for all parties. Secondly, clear and compassionate communication may resolve a misunderstanding or situation without the need of a formal complaint.

Whether an informal solution is reached, or in instances when a formal complaint is made, every effort should be made to see the divine in all people in any and all situations described here.