



## **DISASTER RELIEF**

### **Volunteer Harassment Policy**

Revision: January 1, 2020

Texas Baptist Men is committed to ensure a work environment for all volunteers which is fair, humane, and respectful, and an environment which upholds Christian morals and ethics described and mandated by Jesus Christ.

Verbal or physical conduct that shows hostility toward an individual or group and includes derogatory comments, slurs, jokes, innuendos, cartoons, pranks, or physical harassment is prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive work environment.

Every volunteer is responsible to ensure that the spirit and intent of TBM goals and harassment policies are achieved. Volunteers have the right to be free from harassment.

If a volunteer believes he or she is being harassed, the volunteer is requested and encouraged to make a complaint to TBM. Volunteers are not required to first complain to the person harassing them. The volunteer may complain directly to their immediate Supervisor, Unit Leader, Incident Commander or directly to the TBM State Disaster Relief Director. Any of the individuals above will take the appropriate steps to ensure that prompt and effective remedial action is taken as necessary. All information will be handled in as confidential manner as is possible. Volunteers will not be retaliated against in any way for making a good faith complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above. Harassment is a violation of federal and state law as well as TBM policies. Confirmed harassment will result in prevention of the individual from future participation in TBM Disaster Relief activities.

TBM will promptly and thoroughly investigate any complaint or report of harassment or violation of this policy. The State Disaster Relief Director is responsible for investigation of all complaints. A thorough investigation can take several days to several weeks depending upon circumstances and the report. Volunteers may ask the person to whom they reported the harassment or the State Disaster Relief Director's office for the status of the investigation.

TBM will take prompt remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the action may range from a warning to termination of all opportunities to volunteer with TBM.

A complaint or report that this policy has been violated is a serious matter. Complaints or reports that are unfounded are also against our policy, and TBM will take appropriate action if its investigation shows that deliberately dishonest or bad faith accusations have been made.