

## **[DRAFT] YWAM International SEXUAL HARASSMENT POLICY AND PROCEDURE**

### Preamble

YWAM is committed to providing an environment that is free of any form of unfair discrimination or harassment. This document is considered a necessary addition to the YWAM GUIDELINES FOR JUSTICE AND RECONCILIATION in cases specifically pertaining to sexual harassment, and is to be used alongside the YWAM GUIDELINES.

### 1. Introduction

Sexual harassment is unacceptable behaviour which conflicts with biblical principles and YWAM's Foundational Values. Sexual harassment is a very serious issue. YWAM is committed to take action to deter sexual harassment, to increase awareness that such behaviour is unacceptable, and to ensure that complaints are dealt with fairly and promptly.

### 2. Definition

Sexual harassment is defined as:

- Uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (Merriam-Webster Online Dictionary)
- Unwanted conduct of a sexual nature or other conduct based on sex affecting the dignity of women and men at work including conduct of superiors and colleagues (European Union Council Resolution 90/C 157/02 of 29/05/90, OJ C 157).

Inappropriate behaviour becomes sexual harassment if:

- The behaviour is persisted in, although a single incident of harassment can constitute sexual harassment, and / or
- The recipient has made it clear that the behaviour is considered offensive and / or
- The perpetrator should have known that the behaviour is regarded as unacceptable.

It is not only the intention of the alleged harasser that is the issue, but also the complainant's reasonable perception and experience of the alleged harasser's behaviour.

### 3. Forms of Sexual Harassment

Sexual harassment may include physical, verbal and non-verbal conduct, which includes, but is not limited to:

#### Physical

- unwanted and deliberate physical contact;

#### Verbal

- unwelcome verbal comments and/or jokes of a sexual nature;
- subtle or explicit demands for, or offers of, sexual favours;

- verbal sexual harassment such as unwelcome innuendos, suggestions and hints;
- comments with sexual overtones; sex-related jokes or insults or unwelcome graphic comments about a person's body made in his/her presence or directed to him/her;

#### Non-verbal

- gratuitous display of sexually explicit written or audio-visual materials;
- transmission or display of offensive email, screen savers or pornographic computer images;
- offensive gestures or actions of a sexual nature including indecent exposure
- persistent unwanted attention: including following or stalking behaviour.

#### 4. Responsibilities

All YWAM staff and students have responsibility for upholding the policy on sexual harassment. Line leaders have a particular responsibility to ensure that areas within their jurisdiction are free from sexual harassment. This includes:

- ensuring that staff are aware of appropriate and acceptable standards of behaviour;
- making known the YWAM policy, including the procedures for resolving complaints;
- taking early corrective action to deal with behaviour that may constitute sexual harassment;

#### 5. Procedures for Resolving Complaints

The YWAM GUIDELINES FOR JUSTICE AND RECONCILIATION aim to ensure that:

- complaints (including allegations of sexual harassment) are considered seriously and sympathetically and are dealt with promptly and confidentially;
- complainants are protected against victimisation or retaliation for lodging complaints;
- the rights of both the complainant and the alleged harasser are respected.

Where possible and appropriate, complaints should be resolved at a local level with a minimum of formal processes. Following the principles of Matthew 18, a person who believes she or he has experienced sexual harassment should attempt to resolve the matter by stating an objection directly to the alleged harasser. If the person feels unable to do this, or if this approach does not result in the cessation of the behaviour, the complainant should proceed to follow the guidelines outlined in section 3 of the YWAM GUIDELINES FOR JUSTICE AND RECONCILIATION - PROCEDURES FOR HANDLING GRIEVANCES.