

PROCEDURES TO REPORT CONCERNS

Any employee who believes that he or she has been subjected to unlawful harassment or who has any knowledge of that kind of behavior must report the concerns immediately to the Division/Department Director or the Pastor/Parochial Administrator/Parish Life Director and to the Director of Human Resources at the Chancery. If the concern involves the Division/Department Director or the Pastor/Parochial Administrator/Parish Life Director, the employee must report the concerns immediately to the Director of Human Resources at the Chancery.

The Director of Human Resources will investigate or coordinate the investigation of the harassment complaint and recommend appropriate action to the BAC for the resolution of the complaint. If the investigation finds harassment in violation of this policy, such disciplinary action may include termination of employment of the person found engaged in inappropriate conduct consistent with this policy. Any employee who is not satisfied with the resolution of the matter must comply with the Dispute Resolution Process (Director of HR) prior to making a legal complaint.

In addition to notifying the Diocese about harassment or retaliation complaints, affected employees may also direct their complaints to U.S. Equal Employment Opportunity Commission (EEOC), which has the authority to conduct investigations of the facts. One can contact the nearest EEOC office by checking the federal government listings in the local telephone directory.

All employees are to receive form DFEH 185 [See Appendix D-16] at time of hire.