

GREEK ORTHODOX METROPOLIS OF CHICAGO POLICY PROHIBITING SEXUAL HARASSMENT

The Greek Orthodox Metropolis of Chicago (the “Metropolis”) strictly prohibits all forms of harassment including sexual harassment. This Policy Prohibiting Sexual Harassment (the “Policy”) applies to all employees of the Metropolis regardless of their status (*i.e.*, short-term, temporary, part-time or full time) and to all others who work closely with Metropolis employees including independent contractors working on-site or interacting with Metropolis staff. Any individual who violates this Policy will be subject to discipline, up to and including termination. The Metropolis intends for this Policy to be compliant with the requirements of Federal law and the Illinois Human Rights Act.

The Greek Orthodox of Metropolis also prohibits all forms of harassment including sexual harassment by all volunteers who work closely with the Metropolis staff and/or represent the Metropolis to the public. Volunteers who violate this policy will receive appropriate reprimand up to and including removal from volunteer positions.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes, but is not limited to:

- **Quid Pro Quo Harassment**: This means that sexual conduct is required or requested in return for a benefit (*e.g.*, a promotion or raise) or to avoid some negative actions (*e.g.*, demotion, discipline, reduction in pay).
- **Hostile Work Environment**: This occurs when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. This includes but is not limited to slurs, jokes or degrading comments of a sexual nature; offensive sexual flirtation, advances or propositions; abuse of a sexual nature; sexually oriented "kidding" or "teasing;" unwanted physical touching, such as patting or pinching another's body; and the display in the workplace of sexually suggestive printed or visual materials, objects or pictures.

This Policy protects all persons regardless of the gender identity or sexual orientation of the victim or the perpetrator.

This Policy applies to all employees of the Metropolis, those individuals providing services to the Metropolis such as contractors or consultants, and volunteers and visitors to the Metropolis. It also applies to all Metropolis representatives (employees, contractors, volunteers) performing work on the Metropolis' behalf away from the Metropolis office.

If you experience, witness or become aware of unwelcome sexual conduct, you should know:

- You can ask the person perpetrating the harassment to stop.
- If the individual does not immediately stop the offensive conduct, continues the behavior, or retaliates against you because you asked them to stop, you should report the harassment to the Executive Director, the Chancellor or any Member of the Metropolis Council.

Although we hope that you will first attempt to address incidents of sexual harassment internally, you have the right to report it to the State of Illinois Harassment & Discrimination Hotline (1-877-236-7703), file a Charge with the Illinois Department of Human Rights (IDHR), or file a Charge with the Equal Employment Opportunity Commission (EEOC).

The Illinois Department of Human Rights has three offices where Charges can be filed:

Chicago

100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6200

Springfield

535 West Jefferson
1st Floor, Intake Unit
Springfield, IL 62702
(217) 785-5100

Marion

2309 West Main Street
Marion, IL 62959
(618) 993-7463

You can also file a Charge with the Illinois Department of Human Rights by phone at 1-800-662-3942 or online at www.Illinois.gov/idhr.

The EEOC has offices in Chicago and St. Louis that serve Illinois:

Chicago

Chicago District Office
JKC Federal Building
230 South Dearborn Street
Chicago, Illinois 60604

St. Louis

St. Louis District Office
Robert A. Young Federal Building
1222 Spruce Street, Room 8-100
St. Louis, MO 63103

You also can file a Charge with the EEOC by phone at 1-800-669-4000 or online at www.eeoc.gov.

The Metropolis promptly will investigate all complaints of sexual harassment and will determine whether the conduct complained of constitutes a violation of this Policy. All efforts will be made

to ensure the confidentiality of the complaint; however, information, including the identity of the individual lodging the complaint and the identity of the accused harasser, may be divulged in order to fully investigate the matter or comply with applicable law.

No Retaliation: This Policy strictly prohibits retaliation against any individual who complains of sexual harassment or otherwise participates in an investigation of allegations of sexual harassment. Any individual who engages in such retaliation shall be subject to discipline including termination.

ACKNOWLEDGMENT / RECEIPT

The undersigned hereby acknowledges that s/he has received, read and understood the Greek Orthodox Metropolis of Chicago Policy Prohibiting Sexual Harassment (the “Policy”). The undersigned further acknowledges that s/he has had the opportunity to ask questions about the Policy and understands that s/he may ask the Executive Director or the Chancellor any questions that may arise about the Policy.

I hereby acknowledge that I am required to abide by the Policy.

Signature

Printed Name

Date: _____, 2020

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