Model Policies for the Prevention of Sexual Harassment of Church Workers
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Introduction

The Church Pension Group and The Nathan Network are pleased to provide these *Model Policies for the Prevention of Sexual Harassment of Church Workers*. The Nathan Network is a non-profit organization dedicated to serving the Episcopal Church by providing support for those engaged in preventing and/or responding to sexual misconduct through training and empowerment, education, spiritual support, resources, and networking.

The policies contained herein offer guidance for dioceses and congregations as they seek to establish and maintain standards for their clergy, employees and lay people in order to keep all church members safe. Such standards are essential for establishing parameters of propriety to guide the Church in its work.

The focus of the *Model Policies* is on helping the Church comply with applicable federal, state and local laws covering, among other things, sexual harassment, as well as with Church policies and requirements.

History of Model Policies for the Prevention of Sexual Harassment of Church Workers

In 1991, General Convention passed Resolution B052 (see Appendix A) in which it declared that sexual abuse, exploitation, coercion, and harassment of adults and minors by clergy and church employees are abuses of trust, a violation of the Baptismal Covenant, contrary to Christian Character, and are therefore wrong.

In 1999, the Committee on Sexual Exploitation (COSE), also created by General Convention in 1991, conducted a survey of 100% of the domestic dioceses on how dioceses were dealing with issues of sexual misconduct. COSE gathered and reviewed sexual misconduct policies from 70 dioceses with the intention of circulating as model policies those that incorporated and reflected current best practices based on the Church’s experience in the area of sexual misconduct during the 1990’s. COSE concluded that none of the policies gathered were truly state-of-the-art policies that could serve as a model for dioceses who wanted to update their current policies. In response to this need, the Church Pension Group, in partnership with The Nathan Network, introduced *Model Policies for the Protection of Children and Youth from Abuse* in 2004.

The 2006 General Convention, in response to proposals from its Task Force on Institutional Wellness and the Prevention of Sexual Misconduct (the successor to COSE), adopted Resolution A156 (see Appendix B) requiring every diocese to adopt policies to protect church workers, both paid and volunteer, from sexual harassment and adults from sexual exploitation. The Resolution also requires dioceses to assist congregations in developing such policies. The Church Pension Group and The Nathan Network developed these *Model Policies* for that purpose.

Adapting the “Model” Policies

These are “model” policies. It is intended and expected that local adaptations, changes, amplifications, improvements, expansions, or other types of revisions will be made to these *Model Policies* to accommodate your unique circumstances and context. For example, you may want to develop a statement to put your policies in a theological context.
You must adapt this material in accordance with all applicable federal, state and local laws and regulations. It is imperative that the policies you adopt and implement comply with federal, state and local laws and regulations governing sexual harassment in the workplace. All laws are subject to change from time to time by action of Congress, state legislatures, local units of government, and federal and state courts. Therefore, you should develop and review your policy with assistance from persons knowledgeable in these laws. We cannot emphasize this enough.

The issue of which laws apply to which Church organizations is complex. Generally, Title VII of the Civil Rights Act of 1964 adopted by the United States Congress applies to employers with fifteen (15) or more employees. The rules about how employees are counted are complex and may result in employees of separately incorporated organizations being counted together, for example. State laws governing sexual harassment range from those with no requirements beyond those imposed by Title VII and the Equal Employment Opportunity Commission (“EEOC”) to those in which the exact form posted to inform employees of their rights is specified. State laws often apply to employers who have far fewer than fifteen (15) employees. And, in some states that do not have applicable laws, some local units of government in both large and small population centers may have ordinances arguably applicable to the Church.

In addition, some laws require certain employers to have policies and procedures for the prevention of a variety of types of discrimination and harassment and of retaliation for making a complaint about discrimination or harassment. Sexual harassment may be only one of the types of discrimination and/or harassment about which you are required to have a policy. It was beyond the scope of this project to present model policies to address these broader requirements. You may want to consider integrating your sexual harassment policy into a broader anti-discrimination/anti-harassment policy and you may be required to do so by applicable law.

These Model Policies do not attempt to address the laws or regulations applicable outside the United States.

These legal realities pose significant challenges for the Church in developing policies for dioceses and congregations. You are strongly encouraged to consult with legal counsel knowledgeable about laws covering sexual harassment before adopting any policies. It was not possible to draft Model Policies that would comply, without review and modification, with all the laws and regulations applicable to Churches throughout the United States.

Because some Church organizations are subject to Title VII of the United States Civil Rights Act of 1964 and some are not, and because some Church organizations are covered by varying state or local laws and some are not, and because all dioceses are covered by General Convention Resolution A156 (2006) (see Appendix B), you will find three different versions of section B, Procedures for Reporting Suspected Sexual Harassment and/or Retaliation and section C, General Definitions. Section D is the same in all three versions but is reprinted in each for convenience. Section A is also the same for all three versions but is not reprinted in each. One or more of these versions may fit your diocese and/or congregations with appropriate local adaptations or none of them may fit your situation.

The information in the Introduction is provided to assist you in developing your own policies and should not be included as part of any policy you adopt. Some of the information may be useful to distribute or provide to help educate the Church on the history of the policies and why employees and volunteers are treated differently in many situations.
Important Information About the Legal Difference Between “Employees” and “Volunteer” Church Workers Under This Policy

As of the preparation of these Model Policies, to the best of the authors’ knowledge and understanding, laws protecting workers from sexual harassment or other harassment in the workplace only apply to “employees” and not to “volunteers.” Federal, state, and local laws, where applicable, provide various legal rights to employees who have been subjected to illegal sexual harassment. Some of those rights may include: the right to file a complaint with a government regulatory body; the right to have a government regulatory body investigate the complaint and negotiate a remedy with the employer; the right to have the government sue the employer on the employee’s behalf; and the right for the employee to sue the employer for such damages as back pay, reinstatement, lost future wages, and attorneys fees. The rights available to employees may vary under applicable federal, state, and local laws.

Volunteer church workers are not protected by sexual harassment laws. However, General Convention Resolution A156 (2006) (see Appendix B) specifically states that all church workers, both paid and volunteer, must be protected by diocesan and congregational policies.

What this means is that both paid and volunteer workers will have the same rights to an environment free from sexual harassment under the organization’s policies BUT volunteer workers do not have the same legal rights given to paid employees under federal, state and local sexual harassment laws. A church employer must work to prevent the sexual harassment of volunteer workers, stop any harassment that is occurring and protect the volunteer worker from retaliation but the volunteer worker will not have a legal right to back pay, reinstatement, lost future wages, attorney’s fees or any other remedy provided by law. Similarly, a volunteer church worker does not have the legal right to file a complaint with a government regulatory body; or to have a government regulatory body investigate the complaint and negotiate a remedy with the Church; or to have the government sue the Church on the volunteer’s behalf; or have the right to sue the Church for damages under the sexual harassment laws.

**Sexual Harassment Laws**

- Employees covered: Maybe
- Volunteers (clergy and lay) covered: No

**Church Policy**

- Employees covered: Yes
- Volunteers (clergy and lay) covered: Yes
Acknowledgements

The Model Policies for the Prevention of Sexual Harassment of Church Workers were developed in response to those expressing a need for updated or revised policies defining sexual harassment in the church workplace, explaining what must be done to comply with federal, state or local law, and complying with applicable General Convention resolutions. These policies are the result of the collaboration between the Church Pension Group and Praesidium, Inc., in partnership with The Nathan Network. Principal authors are Sally Johnson, Esq., Vice-President of Risk Management and Education, and Jane Hickerson, Ph.D., Vice-President of Training and Development for Praesidium, Inc. Sally Johnson also served as project manager for the development of the Model Policies.

Disclaimer

The Church Pension Group, Praesidium, Inc., and The Nathan Network provide these Model Policies for the Prevention of Sexual Harassment of Church Workers in the hope that they may assist dioceses, congregations, and other Episcopal entities in developing policies for the prevention of sexual harassment, and provide guidance with respect to appropriate responses to complaints and compliance with applicable federal, state and local laws. These policies are intended as a guide, not a manual. They do not cover every issue that you may want to consider in the development of such policies. Nor do they necessarily reflect the law of each and every state or local government or all aspects of federal law. The Church Pension Group, Praesidium, Inc., and The Nathan Network are not engaged in giving legal or other professional advice or services by providing these Model Policies. You are strongly encouraged to consult with your own legal counsel and other professional advisors before adopting any policies on sexual harassment.

Distribution and Copying

Copies of Model Policies for the Prevention of Sexual Harassment of Church Workers can be obtained from the Church Pension Group on its website at www.cpg.org.

Commercial use of Model Policies for the Prevention of Sexual Harassment of Church Workers is strictly prohibited.
Model Sexual Harassment Policy

[You may wish to post your Policy Statement in prominent locations in your church facilities. Applicable law may also require this Statement to be posted.]

Sexual Harassment Policy

[Name of diocese or institution] (the “Church”) prohibits sexual harassment of Church Personnel by anyone (including supervisors or decision-makers, co-workers, consultants, vendors and other non-employees). Such sexual harassment is prohibited. The behavior of individuals engaging in such conduct, or supervisors or decision-makers who knowingly allow such behavior to continue, will not be tolerated.

All church personnel, whether supervisory of non-supervisory, and whether paid or volunteer, are prohibited from engaging in the conduct prohibited by this policy.

A. Prohibited Behavior

As noted above, the Church prohibits all forms of sexual harassment in the Church. Specific definitions and examples of sexual harassment are set forth below.

1. Sexual Harassment

   Sexual harassment is prohibited by this Policy. Sexual harassment includes unwelcome sexual advances and requests for sexual favors. Other unwelcome conduct which may constitute sexual harassment includes, but is not limited to, the following:

   Verbal:

   • repeated sexual innuendos, sexual epithets, derogatory slurs, off-color jokes (for example, jokes that include sexual language, innuendo, references, scenarios, etc.);
   • propositions, threats, or suggestive or insulting sounds (for example, comments about body, sexuality, etc., including insults and innuendo) even if the comment is about someone else;
   • inappropriate e-mail (for example, e-mail that includes sexual jokes or other references of a sexual nature about any person, gossip or speculation about a person’s sexuality, sexual practices, sexual health, pregnancy, virility, etc.). This includes e-mail that was sent accidentally, for example by hitting the “forward” button instead of “reply,” or forgetting that a particular individual or worker is on one of your group lists.

   Visual/Non-Verbal:

   • derogatory posters, cartoons or drawings (for example, cartoons and calendars that include nudity, sex acts, provocative poses, innuendo, sexual language, etc.);
   • suggestive objects or pictures (for example, photographs that include nudity, sex acts, provocative poses; wallpaper, Screensavers, or other electronic displays of a sexual nature);

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1 The definitions of terms used in this Policy are set forth in Section C of this Policy.
• graphic commentaries; leering; or obscene gestures (for example, vulgar gestures, gestures simulating sexual acts, “shooting the finger,” kissing the air toward someone or licking the lips in a sexually suggestive or provocative manner).

Physical:
Unwanted physical contacts (including touching, interference with an individual’s normal work movement, unwelcome displays of romantic or sexual affection, aggressive physical contact or assault); and

Other:
Making or threatening reprisals to an individual who opposes, objects to or complains about sexual harassment; possession of inappropriate material of a sexual nature in the Church or its display, duplication, or transmission.

Such verbal and physical conduct may constitute harassment when:

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

2. Retaliation

The Church will not take any action in retaliation against any Church Personnel who, in good faith and with a genuine belief that he/she has been sexually harassed, brings or voices a complaint pursuant to this Policy or otherwise opposes sexual harassment. In addition, the Church will not tolerate any retaliatory acts by other individuals.

Retaliation is a serious violation of Church policy and applicable law. If you believe you have been subjected to retaliation in violation of this Policy, you should report your complaint immediately in the manner specified in Section B below. Individuals will be subject to discipline, up to and including termination if they are found to have retaliated against an individual because such individual (1) in good faith and with a genuine belief that he/she has been subjected to sexual harassment, made an honest complaint about such conduct, (2) participated honestly and in good faith in any investigation into a sexual harassment complaint, and/or (3) in good faith opposed acts of sexual harassment.
B. Procedure for Reporting Suspected Sexual Harassment and/or Retaliation

Option 1: Use if Employer is covered by Title VII (i.e., has 15 or more employees)

1. General Procedures Applicable to All Church Personnel

   If you believe that the actions or words of a supervisor/manager, co-worker, customer, vendor, volunteer, or other individual in the Church constitutes illegal or prohibited sexual harassment, you have a responsibility to promptly report that behavior to the Church’s management. Prompt reporting enables the Church to stop the sexual harassment, before it becomes severe or pervasive.

   If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

   1. Your supervisor;
   2. Anyone in your supervisory chain;
   3. The rector or clergy person in charge of the congregation;
   4. A warden of the congregation;
   5. The bishop [or other designated person in the diocese]; and/or
   6. [Designate another person by name, title or role, i.e., Canon to the Ordinary, Safe Church Coordinator]

   You are not required to complain to your supervisor or within your chain of command. In addition, to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested for you to consider doing only if you are comfortable doing so. If you decide to speak directly to the person involved, you may find that clear communication can sometimes resolve an issue immediately, as well as build greater understanding between individuals in the Church.

   You may formally or informally complain to any of the above personnel via any of the following:

   1. Telephone call
   2. Letter
   3. E-mail
   4. Fax
   5. In-person meeting
   6. Filing a “Notice of Concern” and/or
   7. Online (for example, Church or Diocesan Website)

   All supervisors and decision-makers are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the rector or clergy person in charge of the congregation (for parishes) or Canon to the Canon to the Ordinary, Safe Church Coordinator, or bishop (for dioceses), even if you ask the supervisor or decision-maker to keep
the complaint confidential, or indicate that you do not wish to file a formal complaint. Church Personnel are required to report immediately any suspected or known policy violations to the rector or clergy person in charge of the congregation.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the Church’s management and/or its designee. Complaints may be made verbally or in writing. Once Church management receives notice of any complaint of sexual harassment it will swiftly determine whether or not a fact-finding investigation is necessary.

If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur.

Moreover, the Church will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality. For example, information may have to be disclosed to those officials and/or Church Personnel with a need to know in order to carry out the purpose and intent of this Policy.

Corrective or disciplinary action will be taken against any Church Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination.

As the complaining party, you will be given notice, in a timely fashion, of the outcome of the investigation of any formal or informal complaint.

2. Additional Options for Church Employees, Not Volunteers

This section provides additional options for Church employees, not volunteers, who believe they have been the victim of any form of sexual harassment, as prohibited by federal, state or local law.

If you are a Church employee, not a volunteer, as defined under this Policy and you believe you have been the victim of any form of illegal sexual harassment, in addition to the procedure set forth above, you also have the option of consulting with an attorney and/or filing a complaint with the ______________ State Division of Human Rights (Note: sometimes this is called something else at the State level) and/or the Equal Employment Opportunity Commission (EEOC), as well as pursuing any other remedies permitted by law.

As a general matter, the time frame for filing a complaint with the ______________ State Division of Human Rights (Note: sometimes this is called something else at the State level) is ___________________ from the date of the alleged act of unlawful sexual harassment.
In ______________ [name state], a complaint with the EEOC must be filed within
______________ from the date of the unlawful sexual harassment. [In _____________________,
name of city/locality, a complaint must be filed with the _____________ [name of local agency]
within ______________ from the date of the unlawful sexual harassment.]

The Church employee, not volunteer, must note that these time limits typically do not run from
the date that the complaint made to the Church is resolved but from the date the act of sexual
harassment, is alleged to have occurred. Please note that this is not legal advice. Individual
employees are responsible for confirming the time frames for filing a complaint with these
administrative agencies by contacting the agencies themselves and/or counsel.

Nothing in this posting or in the Church’s sexual harassment policy creates any legal rights that
did not otherwise exist nor does the Church admit that it is covered by or subject to any federal,
state, or local laws.

C. General Definitions

1. Church Personnel

For purposes of this Policy, the term “Church Personnel” shall mean:

a. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry
   or service to the Church;
b. All paid personnel (including Church employees) whether employed in areas of ministry
   or other kinds of services by the diocese, its congregations, schools or other agencies.
   For example, [fill in examples];
c. Those who contract their services to the diocese, its congregations, schools, or other
   agencies;
d. Volunteers, including any person who enters into or offers him or herself for a Church
   related service, or who actually assists with or performs a service, whether or not they have
   been selected or assigned to do so. Volunteers include members of advisory boards, vestries,
   bishop’s committees, boards of directors and advisory boards. For example, [fill in
   examples];
e. All interns, persons in the ordination process, persons serving in field education assignments,
   [fill in examples].

2. Church Employees

For purposes of this Policy, the term “Church employees” shall mean all individuals hired
by the Church who are employees of the Church for purposes of federal, state and/or local
discrimination and harassment laws
3. Supervisors and Decision-Makers

For purposes of this Policy, the term “supervisors and decision-makers” shall mean:

a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;

b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;

c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies or who [fill in examples];

d. Standing Committees, Diocesan Councils/Executive Boards, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishops Committees and the like.

D. Education and Training Requirements

1. Church Personnel

Church Personnel are required to take training on sexual harassment and the organization’s sexual harassment policy. Existing Church Personnel must be trained within three (3) months of the effective date of this Policy. New Church Personnel must be trained before they start work in their Church position. If that is not possible, the Policy must be reviewed and discussed with them before they start work and the training must be completed within three (3) months of starting.

2. Supervisors and Decision-Makers

Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.
Option 2: Use if Employer has less than 15 employees but is covered by state or local anti-discrimination/anti-harassment laws

1. General Procedures Applicable to All Church Personnel

If you believe that the actions or words of a supervisor/manager, co-worker, customer, vendor, volunteer, or other individual in the Church constitutes illegal or prohibited sexual harassment, you have a responsibility to promptly report that behavior to the Church’s management. Prompt reporting enables the Church to stop the sexual harassment, before it becomes severe or pervasive.

If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

1. Your supervisor;
2. Anyone in your supervisory chain;
3. The rector or clergy person in charge of the congregation;
4. A warden of the congregation;
5. The bishop [or other designated person in the diocese]; and/or
6. [Designate another person by name, title or role, i.e., Canon to the Ordinary, Safe Church Coordinator]

You are not required to complain to your supervisor or within your chain of command. In addition, to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested for you to consider doing only if you are comfortable doing so. If you decide to speak directly to the person involved, you may find that clear communication can sometimes resolve an issue immediately, as well as build greater understanding between individuals in the Church.

You may formally or informally complain to any of the above personnel via any of the following:

1. Telephone call
2. Letter
3. E-mail
4. Fax
5. In-person meeting
6. Filing a “Notice of Concern” and/or
7. Online (for example, Church or Diocesan Website)

All supervisors and decision-makers are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the rector or clergy person in charge of the congregation (for parishes) or Canon to the Canon to the Ordinary, Safe Church Coordinator, or bishop (for dioceses), even if you ask the supervisor or decision-maker to keep the complaint confidential, or indicate that you do not wish to file a formal complaint. Church
Personnel are required to report immediately any suspected or known policy violations to the rector or clergy person in charge of the congregation.

All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the Church’s management and/or its designee. Complaints may be made orally or in writing. Once Church management receives notice of any complaint of sexual harassment it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur.

Moreover, the Church will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality. For example, information may have to be disclosed to those officials and/or Church Personnel with a need to know in order to carry out the purpose and intent of this Policy.

Corrective or disciplinary action will be taken against any Church Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination.

As the complaining party, you will be given notice, in a timely fashion, of the outcome of the investigation of any formal or informal complaint.

2. Additional Options for Church Employees, Not Volunteers

This section provides additional options for Church employees, not volunteers, who believe they have been the victim of any form of sexual harassment, as prohibited by federal, state or local law.

If you are a Church employee, not a volunteer, as defined under this Policy and you believe you have been the victim of any form of illegal sexual harassment, in addition to the procedure set forth above, you also have the option of consulting with an attorney and/or filing a complaint with the _______________ State Division of Human Rights (Note: sometimes this is called something else at the State level) as well as pursuing any other remedies permitted by law.

As a general matter, the time frame for filing a complaint with the _______________ State Division of Human Rights (Note: sometimes this is called something else at the State level; list the local agency, such as New York City Commission on Human Rights, if applicable) is _______________ from the date of the alleged act of unlawful sexual harassment.

In _______________, name of city/locality, a complaint must be filed with the _______________ [name of local agency] within _______________ from the date of the unlawful sexual harassment.

[In _______________, name of city/locality, a complaint must be filed with the _______________ [name of local agency] within _______________ from the date of the unlawful discrimination, including harassment.]
The Church employee must note that these time limits typically do not run from the date that the complaint made to the Church is resolved but from the date the act of sexual harassment is alleged to have occurred. Please note that this is not legal advice. Individual employees are responsible for confirming the time frames for filing a complaint with these administrative agencies by contacting the agencies themselves and/or counsel.

Nothing in this posting or in the Church’s sexual harassment policy creates any legal rights that did not otherwise exist nor does the Church admit that it is covered by or subject to any federal, state, or local laws.

C. General Definitions

1. Church Personnel

For purposes of this Policy, the term “Church Personnel” shall mean:

a. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church;
b. All paid personnel (including Church employees) whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, [fill in examples];
c. Those who contract their services to the diocese, its congregations, schools, or other agencies;
d. Volunteers, including any person who enters into or offers him or herself for a Church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, bishop’s committees, boards of directors and advisory boards. For example, [fill in examples];
e. All interns, persons in the ordination process, persons serving in field education assignments, [fill in examples].

2. Church Employees

For purposes of this Policy, the term “Church employees” shall mean all individuals hired by the Church who are employees of the Church for purposes of federal, state and/or local discrimination and harassment laws

3. Supervisors and Decision-Makers

For purposes of this Policy, the term “supervisors and decision-makers” shall mean:

a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;
b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;
c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies or who [fill in examples];

d. Standing Committees, Diocesan Councils/Executive Boards, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishops Committees and the like.

D. Education and Training Requirements

1. **Church Personnel**

   Church Personnel are required to take training on sexual harassment and the organization’s sexual harassment policy. Existing Church Personnel must be trained within three (3) months of the effective date of this Policy. New Church Personnel must be trained before they start work in their Church position. If that is not possible, the Policy must be reviewed and discussed with them before they start work and the training must be completed within three (3) months of starting.

2. **Supervisors and Decision-Makers**

   Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.
**Option 3:** Use if Employer has less than 15 employees and is NOT covered by state or local anti-discrimination/anti-harassment laws

If you believe that the actions or words of a supervisor/manager, co-worker, customer, vendor, volunteer, or other individual in the Church constitutes illegal or prohibited sexual harassment, you have a responsibility to promptly report that behavior to the Church’s management. Prompt reporting enables the Church to stop the sexual harassment, before it becomes severe or pervasive.

If you believe you have been the victim of any form of sexual harassment or retaliation, you must promptly give notice of your complaint to one or more of the following:

1. Your supervisor;
2. Anyone in your supervisory chain;
3. The rector or clergy person in charge of the congregation;
4. A warden of the congregation;
5. The bishop [or other designated person in the diocese]; and/or
6. [Designate another person by name, title or role, i.e., Canon to the Ordinary, Safe Church Coordinator].

You are not required to complain to your supervisor or within your chain of command. In addition, to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested for you to consider doing only if you are comfortable doing so. If you decide to speak directly to the person involved, you may find that clear communication can sometimes resolve an issue immediately, as well as build greater understanding between individuals in the Church.

You may formally or informally complain to any of the above personnel via any of the following:

1. Telephone call
2. Letter
3. E-mail
4. Fax
5. In-person meeting
6. Filing a “Notice of Concern” and/or
7. Online (for example, Church or Diocesan Website)

All supervisors and decision-makers are required to report all formal and informal complaints, as well as any suspected or known policy violations, immediately to the rector or clergy person in charge of the congregation (for parishes) or Canon to the Canon to the Ordinary, Safe Church Coordinator, or bishop (for dioceses), even if you ask the supervisor or decision-maker to keep the complaint confidential, or indicate that you do not wish to file a formal complaint. Church Personnel are required to report immediately any suspected or known policy violations to the rector or clergy person in charge of the congregation.
All supervisors and decision-makers are expected to act promptly and appropriately to prevent (1) sexual harassment in the Church, and (2) retaliation against those who make a good faith complaint of sexual harassment, or those who participate honestly and in good faith in either an investigation of a complaint or oppose illegal or prohibited sexual harassment in the Church.

All complaints of sexual harassment will be reviewed and investigated promptly and impartially by the Church’s management and/or its designee. Complaints may be made orally or in writing. Once Church management receives notice of any complaint of sexual harassment it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further sexual harassment does not occur.

Moreover, the Church will protect the confidentiality of the allegations to the extent possible; however, no individual can be promised or guaranteed strict or absolute confidentiality. For example, information may have to be disclosed to those officials and/or Church Personnel with a need to know in order to carry out the purpose and intent of this Policy.

Corrective or disciplinary action will be taken against any Church Personnel found to have engaged in sexual harassment. Such action may include counseling and/or appropriate disciplinary measures, up to and including termination.

As the complaining party, you will be given notice, in a timely fashion, of the outcome of the investigation of any formal or informal complaint.

C. General Definitions

1. Church Personnel

For purposes of this Policy, the term “Church Personnel” shall mean:

a. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church;

b. All paid personnel whether employed in areas of ministry or other kinds of services by the diocese, its congregations, schools or other agencies. For example, [fill in examples];

c. Those who contract their services to the diocese, its congregations, schools, or other agencies;

d. Volunteers, including any person who enters into or offers him or herself for a Church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, vestries, bishop’s committees, boards of directors and advisory boards. For example, [fill in examples];

e. All interns, persons in the ordination process, persons serving in field education assignments, ______________________.
2. **Supervisors and Decision-Makers**

For purposes of this Policy, the term “supervisors and decision-makers” shall mean:

a. All persons who have the express authority to hire, select, supervise, discipline, promote, demote, terminate, set compensation or other terms and conditions of employment;

b. All persons who have the express authority to recruit, duly appoint, select, license, discipline, supervise, terminate, or set terms and conditions of volunteer service;

c. All members of decision-making bodies who have the authority to approve the creation of ministries, programs, Church activities, or personnel policies or who __________________;

d. Standing Committees, Diocesan Councils/Executive Boards, Vestries, and Bishop’s Committees who appoint or approve Persons Who Have Pastoral Relationships as defined in this Policy including all Standing Committees, Commissions on Ministry, Vestries, Boards of Directors for Schools, Bishops Committees and the like.

D. **Education and Training Requirements**

1. **Church Personnel**

   Church Personnel are required to take training on sexual harassment and the organization’s sexual harassment policy. Existing Church Personnel must be trained within three (3) months of the effective date of this Policy. New Church Personnel must be trained before they start work in their Church position. If that is not possible, the Policy must be reviewed and discussed with them before they start work and the training must be completed within three (3) months of starting.

2. **Supervisors and Decision-Makers**

   Supervisors and decision-makers must complete training on sexual harassment, including preventing and responding to sexual harassment, within three (3) months of the effective date of this Policy, or of becoming a supervisor or decision-maker.
Appendix

A. Resolution Number: 1991-B052

Title: Establish a Committee on Sexual Exploitation

Legislative Action Taken: Concurred As Amended

Final Text: Resolved, the House of Deputies concurring, That the 70th General Convention of the Episcopal Church declares that sexual abuse, exploitation, coercion, and harassment of adults and minors by clergy and church employees are abuses of trust, a violation of the Baptismal Covenant, contrary to Christian Character, and are therefore wrong; and be it further Resolved, That the 70th General Convention of the Episcopal Church establish a Committee on Sexual Exploitation to be appointed by the Presiding Bishop and the President of the House of Deputies to work with the Office of Pastoral Development. It shall be the duty of the Committee on Sexual Exploitation to study, educate, develop curriculum, and propose policy and standards of conduct on sexual abuse, exploitation, coercion, and harassment, and to advise the Office of Pastoral Development as resource persons. The membership of the committee is to be representative as to sex, race and ethnic diversity. The Committee will report to the 71st General Convention.

Citation: General Convention, Journal of the General Convention of...The Episcopal Church, Phoenix, 1991 (New York: General Convention, 1992), p. 783.
B. General Convention Resolution A156 (2006)

Final Version – Concurred

Resolution A156

Title: Sexual Exploitation

Topic: Sexual Misconduct

Committee: Social and Urban Affairs

House of Initial Action: Bishops

Proposer: Institutional Wellness and Prevention of Sexual Misconduct Sub Committee

Resolved, That the 75th General Convention of The Episcopal Church affirm the work already occurring in many dioceses and at the same time recommit itself to the positions taken by previous General Conventions that sexual misconduct (encompassing both sexual harassment and sexual exploitation) of adults by clergy, church employees, and volunteer workers has been and continues to be of deep concern to this Church, is an abuse of trust, a violation of the Baptismal Covenant, contrary to Christian character and is, therefore, wrong; and be it further

Resolved, That each diocese adopt policies for the protection from sexual misconduct of those served by diocesan programs, those who volunteer in the work of the diocese or are employed by the diocese, and that dioceses assist congregations in the development of such procedures and policies, including using the many resources that already exist, that address the following:

1. the articulation of behavioral standards for all clergy, lay employees and volunteers who work with adults or who provide pastoral counseling, pastoral care, spiritual direction, or the sacraments;
2. a screening process for all clergy, lay employees and volunteers who provide pastoral counseling and care, spiritual direction or the sacraments and who supervise clergy or lay volunteers;
3. education and training for all clergy, lay employees, and volunteers as listed above, with particular attention paid to what legally constitutes sexual harassment and to appropriate behavior and inappropriate sexual or sexualized behaviors towards adults, and with periodic refresher training encouraged;
4. guidelines for responding to concerns of sexual misconduct; and be it further

Resolved, That each diocese shall report to the House of Bishops Committee on Pastoral Development prior to the Spring 2009 House of Bishops meeting with a copy of its adopted and implemented policy and an evaluation of the history of its use. A summary report shall be made to the House of Bishops Spring 2009 meeting and a full report made to the 76th General Convention.
C. Equal Employment Opportunity Commission (EEOC)

The directory information contained herein was current at the time it was compiled in September 2008. Agencies may change their name and/or contact information from time to time, and therefore, the information contained herein may no longer be current.
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

FEDERAL

U.S. Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507
(202)663-4900
TTY: (202)663-4494
1-800-669-4000
http://www.eeoc.gov

DISTRICT OFFICES

Atlanta District Office (The Atlanta District Office has jurisdiction over the State of Georgia and the State of South Carolina, Counties of Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Hampton, Jasper, and Williamsburg.)

Sam Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30
Atlanta, GA 30303
1-800-669-4000
FAX: 404-562-6909
TTY: 1-800-669-6820

Birmingham District Office (The Birmingham District Office has jurisdiction over the State of Alabama, Counties of Autauga, Barbour, Bibb, Blount, Bullock, Butler, Calhoun, Chambers, Cherokee, Chilton, Choctaw, Clay, Cleburne, Colbert, Coosa, Crenshaw, Cullman, Dallas, DeKalb, Elmore, Etowah, Fayette, Franklin, Greene, Hale, Jefferson, Lamar, Lauderdale, Lawrence, Lee, Limestone, Lowndes, Macon, Madison, Marengo, Marion, Marshall, Montgomery, Morgan, Perry, Pickens, Pike, Randolph, Russell, Shelby, St. Clair, Sumter, Talladega, Tallapoosa, Tuscaloosa, Walker, Washington, Wilcox and Winston.)

Ridge Park Place
1130 22nd Street South
Suite 2000
Birmingham, AL 35205
1-800-669-4000
FAX: 205-212-2105
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.

129 West Trade Street
Suite 400
Charlotte, NC 28202
1-800-669-4000
FAX: 704-344-6734 or 704-344-6731
TTY: 1-800-669-6820


500 West Madison Street
Suite 2000
Chicago, IL 60661
1-800-669-4000
FAX: 312-886-1168
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.

207 S. Houston Street
3rd Floor
Dallas, TX 75202
1-800-669-4000
FAX: 214-253-2720
TTY: 1-800-669-6820

Houston District Office (The Houston District Office has jurisdiction over the State of Louisiana and the State of Texas, Counties of Angelina, Austin, Brazoria, Brazos, Calhoun, Chambers, Colorado, Fayette, Fort Bend, Galveston, Grimes, Hardin, Harris, Houston, Jackson, Jasper, Jefferson, Lavaca, Liberty, Madison, Matagorda, Montgomery, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler, Victoria, Walker, Waller, Washington, and Wharton.)

Mickey Leland Federal Building
1919 Smith Street
6th Floor
Houston, TX 77002-8049
1-800-669-4000
FAX: 713-209-3381
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.
Indianapolis District Office (The Indianapolis District Office has jurisdiction over the States of Indiana, Kentucky, and Michigan; and the State of Ohio, Counties of Adams, Allen, Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Defiance, Fayette, Fulton, Gallia, Greene, Hamilton, Hancock, Hardin, Henry, Highland, Jackson, Lawrence, Logan, Lucas, Madison, Mercer, Miami, Montgomery, Ottawa, Paulding, Pickaway, Pike, Preble, Putnam, Ross, Sandusky, Scioto, Seneca, Shelby, Union, Van Wert, Warren, Williams, Wood, and Wyandot.)

101 West Ohio St, Ste 1900
Indianapolis, IN 46204
1-800-669-4000
FAX: 317-226-7953
TTY: 1-800-669-6820

Los Angeles District Office (The Los Angeles District Office has jurisdiction over the State of California, Counties of Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura; the State of Hawaii; and the U.S. Possessions of American Samoa, Guam, Northern Mariana Islands, and Wake Island.)

Roybal Federal Building
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
1-800-669-4000
FAX: 213-894-1118
TTY: 1-800-669-6820

Memphis District Office (The Memphis District Office has jurisdiction over the States of Arkansas and Tennessee, and the State of Mississippi, Counties of Alcorn, Benton, Coahoma, Desoto, Itawamba, Lafayette, Lee, Marshall, Panola, Pontotoc, Prentiss, Quitman, Tate, Tippah, Tishomingo, Tunica, and Union.)

1407 Union Avenue, Suite 621
Memphis, TN 38104
1-800-669-4000
FAX: 901-544-0111
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.

One Biscayne Tower
2 South Biscayne Boulevard, Suite 2700
Miami, FL 33131
1-800-669-4000
FAX: 305-808-1855
TTY: 1-800-669-6820


33 Whitehall Street
New York, NY 10004
1-800-669-4000
FAX: 212-336-3790
TTY: 1-800-669-6820

Philadelphia District Office (The Philadelphia District Office has jurisdiction over the States of Delaware, Pennsylvania and West Virginia; the State of Maryland, Counties of Allegany, Anne Arundel, Baltimore, Baltimore City, Caroline, Carroll, Cecil, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Anne's, Somerset, Talbot, Washington, Wicomico, and Worcester; the State of New Jersey Counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem; and the State of Ohio, Counties of Ashland, Ashtabula, Athens, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Delaware, Erie, Fairfield, Franklin, Geauga, Guernsey, Harrison, Hocking, Holmes, Huron, Jefferson, Knox, Lake, Licking, Lorain, Mahoning, Marion, Medina, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Perry, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, Vinton, Washington, and Wayne.)

801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
1-800-669-4000
FAX: 215-440-2606
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.
Phoenix District Office (The Phoenix District Office has jurisdiction over the States of Arizona, Colorado, Utah and Wyoming; and the State of New Mexico, Counties of Bernalillo, Catron, Chaves, Cibola, Colfax, Curry, De Baca, Guadalupe, Harding, Lincoln, Los Alamos, McKinley, Mora, Quay, Rio Arriba, Roosevelt, Sandoval, San Juan, San Miguel, Santa Fe, Socorro, Taos, Torrance, Union and Valencia.)

3300 North Central Avenue
Suite 690
Phoenix, AZ 85012-2504
1-800-669-4000
FAX: 602-640-5071
TTY: 1-800-669-6820


350 The Embarcadero
Suite 500
San Francisco, CA 94105-1260
1-800-669-4000
FAX: 415-625-5609
TTY: 1-800-669-6820

St. Louis District Office (The St. Louis District Office has jurisdiction over the States of Kansas, Missouri, Nebraska, and Oklahoma, and the State of Illinois, Counties of Alexander, Bond, Calhoun, Clinton, Greene, Jackson, Jersey, Macoupin, Madison, Monroe, Perry, Pulaski, Randolph, St. Clair, Union, and Washington.)

Robert A. Young Federal Building
1222 Spruce Street
Rm 8100
St. Louis, MO 63103
1-800-669-4000
FAX: 314-539-7894
TTY: 1-800-669-6820

This list was compiled and is up to date as of September 29, 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.
D. Human Rights Issues in Private Employment

The directory information contained herein was current at the time it was compiled in July 2008. Agencies may change their name and/or contact information from time to time, and therefore the information contained herein may no longer be current.

This list was compiled and is up-to-date as of July 2008 using information available on the websites of each of the jurisdictions listed. In most cases, the information was not independently verified by telephone.
State-By-State List of Office Addressing Human Rights Issues in Private Employment

Alabama

Department of Human Resources
Civil Rights/Equal Employment Office
50 Ripley Street
Montgomery, AL 36130
Tel: (334) 242-1550
http://www.dhr.state.al.us/

Alaska

Alaska State Commission for Human Rights
800 A Street, Suite 204
Anchorage, AK 99501-3669
In AK: (800) 478-4692
TTY: (800) 478-3177
Tel: (907) 274-4692
TDD: (907) 276-3177
http://gov.state.ak.us/aschr/

Arizona

The Civil Rights Division of Arizona, Office of the Arizona Attorney General

Phoenix Office
1275 W. Washington Street
Phoenix, AZ 85007-2926
Tel: (602) 542-5263
TDD: (602) 542-5002
Toll-Free: (877) 491-5742
Toll-Free TDD: (877) 6224-8090
http://www.azag.gov/civil_rights/

Tuscon Office
400 West Congress, Suite S215
Tuscon, AZ 85701
Tel: (520) 628-6500
TDD: (520) 628-6872
Toll-Free: (877) 491-5740
Toll-Free TDD: (877) 881-7552
Arkansas

None found.

California

California Department of Fair Employment and Housing (DFEH)
Toll-Free in CA: (800) 884-1684
Outside CA: (916) 478-7200
TTY in CA: (800) 700-2320
Fax: (916) 478-7320
http://www.dfeh.ca.gov/

Colorado

Colorado Department of Regulatory Agencies – Division of Civil Rights
1560 Broadway, Suite 1050
Denver, CO 80202-5143
Toll-Free in CO: (800) 262-4845
Tel: (303) 894-2997
Fax: (303) 894-7830
TDD: (303) 894-7832
http://www.dora.state.co.us/Civil-Rights/

Connecticut

Connecticut Commission on Human Rights and Opportunities
c/o CCHRO
21 Grand Street
Hartford, CT 06106
IN CT (860) 541-3400
Tel: (800) 477-5737
FAX: (860) 246-5419
TDD: (860) 541-3459
http://www.ct.gov/chro/site/
Delaware

Delaware Division of Human Relations
820 N. French Street, 4th Floor
Wilmington, DE 19801
Tel: (302) 577-5050
Fax: (302) 577-3486

Cannon Building
861 Silver Lake Blvd., Suite 205
Dover, DE 19904
Tel: (302) 739-4567
Fax: (302) 739-3354

Georgetown State Service Center
546 S. Bedford Street, 2nd Floor
Georgetown, Delaware 19947
Tel: (302) 856-5331
Fax: (302) 856-5146
http://statehumanrelations.delaware.gov/

District of Columbia

District of Columbia Office of Human Rights
One Judiciary Square
441 4th Street, NW, Suite 570 North
Washington, DC 20001
Tel: (202) 727-4559
TTY: (202) 724-2050
http://ohr.washingtondc.gov/

Florida

Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 200
Tallahassee, FL 32301
In FL: (850) 488-7082
Tel: (800) 342-8170
Fax: (850) 488-5291
TTY: (800) 955-8771
http://fchr.state.fl.us
Georgia

Georgia Human Relations Commission
2 Martin Luther King Jr. Drive, SE
West Tower—Suite 1002
Atlanta, GA 30334
Tel: (404) 656-1736
Fax: (404) 656-4399
http://www.gceo.state.ga.us/employ.htm

Hawaii

Hawaii Civil Rights Commission
830 Punchbowl Street, Room 411
Honolulu, HI 96813
Tel: (808) 586-8636
Fax: (808) 586-8655
TDD: (808) 586-8692
http://www.state.hi.us/hcrc/

Idaho

Idaho Commission on Human Rights

Street Address:
1109 Main Street, Suite 450
Boise, ID 83702
Tel: (208) 334-2873
Toll-Free: (888) 249-7025
Fax: (208) 334-2664
TDD: (208) 334-4751
http://humanrights.idaho.gov/

Mailing Address:
P.O. Box 83720
Boise, ID 83720-0400

Illinois

James R. Thompson Center
100 W. Randolph Street
Suite 10-100
Chicago, Illinois 60601
Tel: (312) 814-6200
TDD: (312) 263-1579
Fax: (312) 814-1436 (Administration)
(312) 814-6251 (Charge Processing)
(312) 814-2397 (Compliance)
http://www.state.il.us/ihrc/
Indiana

Indiana Civil Rights Commission
100 North Senate Avenue
Indiana Government Center North, Room N103
Indianapolis, IN 46204-2211
Toll-Free: (800) 628-2909
Tel: (317) 232-2600
Fax: (317) 232-6580
TDD: (800) 743-3333
http://www.iowa.gov/government/crc/

Iowa

Iowa Civil Rights Commission
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319-1004
Toll-Free: (800) 457-4416
Tel: (515) 281-4121
Fax: (515) 242-5840
http://www.state.ia.us/government/crc/

Kansas

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Landon Office Building
Topeka, KS 66612-2818
Tel: (785) 296-3206
Fax: (785) 296-0589
TDD: (785) 296-0245
http://www.khrc.net/

Kentucky

Kentucky Commission on Human Rights
332 W. Broadway, 7th Floor
Louisville, KY 40202
Toll-Free: (800) 292-5566
Tel: (502) 595-4024
Fax: (502) 595-4801
TDD: (502) 595-4084
http://kchr.ky.gov/
Louisiana

Louisiana Commission on Human Rights
P.O. Box 94004
1001 N. 23rd St., Suite 262
Baton Rouge, LA 70802-9004
Tel: (225) 342-6969
Fax: (225) 342-2063
TDD: (888) 248-0859
http://www.gov.state.la.us/HumanRights/humanrightshome.htm

Maine

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Tel: (207) 624-6050
Fax: (207) 624-6063
TDD: (888) 577-6690
http://www.main.gov/mhrc/

Maryland

Maryland Commission on Human Relations
6 St. Paul Street, Suite 900
Baltimore, MD 21202-2274
Toll-Free: (800) 637-6247
Tel: (410) 767-8600
Fax: (410) 333-1841
TDD: (410) 333-1737
http://www.mchr.state.md.us/

Massachusetts

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108-1518
Tel: (617) 994-6000
TTY: (617) 994-6196
http://www.state.ma.us/mcad/
Michigan

Michigan Department of Civil Rights Service Center
3054 West Grand Boulevard, Suite 3-600
Detroit, MI 48202
Tel: (313) 456-3700
Fax: (313) 456-3701
TTY: (877) 878-8464
http://www.michigan.gov/mdcr

Minnesota

Minnesota Department of Human Rights
190 E. 5th Street, Suite 700
St. Paul, MN 55101
Toll-Free: (800) 657-3704
Tel: (651) 296-5663
TDD: (651) 296-1283
http://www.humanrights.state.mn.us/

Mississippi

None found.

Missouri

Missouri Commission on Human Rights
P.O. Box 1129
3315 West Truman Boulevard
Jefferson City, MO 65102-1129
Toll-free: (877) 781-4236
Tel: (573) 751-3325
Fax: (573) 526-5090
TDD: (573) 526-5091
http://www.dolir.mo.gov/hr/index.asp

Montana

Montana Human Rights Commission
P.O. Box 1728
1625 11th Avenue
Helena, MT 59624-1728
Toll-Free: (800) 542-0807
Tel: (406) 444-2884
Nebraska

Nebraska Equal Opportunity Commission
301 Centennial Mall South, 5th Floor
P.O. Box 94934
Lincoln, NE 68509-4934
Toll-Free: (800) 642-6112
Tel: (402) 471-2024
Fax: (402) 471-4059
http://www.nol.org/home/NEOC/index.htm

Nevada

Nevada Equal Rights Commission
1515 E. Tropicana Ave., Suite 500
Las Vegas, NV 89119-6522
Tel: (702) 486-7161
Fax: (702) 486-7054
TDD: (702) 486-7164
http://detr.state.nv.us/nerc.htm

New Hampshire

New Hampshire Commission for Human Rights
2 Chenelle Drive
Concord, NH 03301-8501
Tel: (603) 271-2767
Fax: (603) 271-6339
http://www.state.nh.us/hrc/

New Jersey

New Jersey Department of Law and Public Safety – Division on Civil Rights
P.O. Box 46001
31 Clinton Street, 3rd Floor
Newark, NJ 07102
Tel: (973) 648-2700
Fax: (201) 648-4405
TTY: (973) 648-4678
http://www.state.nj.us/lps/dcr/
New Mexico

New Mexico Department of Workforce Solutions – Human Rights Bureau
1596 Pacheco Street, Suite 103
Santa Fe, NM 87505-3979
Toll-Free: (800) 566-9471
Tel: (505) 827-6838
Fax: (505) 827-6878
http://www.dws.state.nm.us/dws-humanrights.html

New York

New York State Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, NY 10458
Tel: (718) 741-8400
TDD: (718) 741-8300
http://www.dhr.state.ny.us/

North Carolina

North Carolina Human Relations Commission
1318 Mail Service Center
Raleigh, NC 27699-1318
Toll-Free: (866) 324-7474
Tel: (919) 789-5930
Fax: (919) 420-1372
http://www.doa.state.nc.us/hrc/

North Dakota

North Dakota Department of Labor – Division of Human Rights
600 E. Boulevard Avenue, Dept. 406
Bismarck, ND 58505-0340
Toll-Free in ND: (800) 582-8032
Tel: (701) 328-2660
Fax: (701) 328-2031
TTY Relay in ND (800) 366-6889
http://www.nd.gov/labor/services/human-rights/

Ohio

Ohio Civil Rights Commission
30 E. Broad Street, 5th Floor
Columbus, OH 43205
Toll-Free: (888) 278-7101
Tel: (614) 466-2785
http://www.state.oh.us/crc/
Oklahoma

Oklahoma Human Rights Commission (OHRC)
Jim Thorpe Building, Room 408
2101 N. Lincoln Boulevard
Oklahoma City, OK 73105-4904
Tel: (405) 521-2360
Fax: (405) 522-3635
http://www.hrc.state.ok.us/

Oregon

Oregon Bureau of Labor and Industries – Civil Rights Division
800 N.E. Oregon, Suite 1070
Portland, OR 97232
Tel: (971) 673-0761
Fax: (971) 673-0762
http://www.boli.state.or.us/BOLI/CRD/index.shtml

Pennsylvania

Pennsylvania Human Relations Commission (PHRC)
301 Chestnut Street, Suite 300
Harrisburg, PA 17101
Tel: (717) 787-4410
TDD: (717) 787-4087
http://www.phrc.state.pa.us/

Rhode Island

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, RI 02903
Tel: (401) 222-2661
Fax: (401) 222-2616
TDD: (401) 222-2664
http://www.richr.ri.gov/frames.html
South Carolina

South Carolina Human Affairs Commission
P.O. Box 4490
2611 Forest Drive, Suite 200
Columbia, SC 29204
Toll-Free (800) 521-0725
Tel: (803) 737-7800
TDD: (803) 253-4125
http://www.state.sc.us/schac/

South Dakota

South Dakota Department of Labor – Division of Human Rights
700 Governors Drive
Pierre, SD 57501
Tel: (605) 773-4493
Fax: (605) 773-4211
http://www.state.sd.us/dol/boards/hr/

Tennessee

Tennessee Human Rights Commission
710 James Robertson Parkway, Suite 100
Nashville, TN 37243-1219
Toll Free: (800) 251-3589
Tel: (615) 741-5825
Fax: (615) 532-2197
http://www.state.tn.us/humanrights/index.html

Texas

Texas Commission on Human Rights
1117 Trinity Street, Room 144-T
Austin, TX 78701
Toll-Free in TX: (888) 452-4778
Tel: (512) 437-3450
Fax: (512) 437-3478
TDD: (512) 371-7473
http://www.twc.state.tx.us/customers/rpm/rpmsubcrd.html
Utah

Utah Anti-Discrimination Division
160 E. 300 South, 3rd Floor
Salt Lake City, UT 84114-6640
Toll-Free: (800) 222-1238
Tel: (801) 530-6801
Fax: (801) 530-7609
TDD: (801) 530-7685
http://laborcommission.utah.gov/AntidiscriminationandLabor/index.html

Vermont

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
Toll-Free: (800) 416-2010
Tel: (802) 828-2480
Fax: (802) 828-2481
TTY: (877) 294-9200
http://www.hrc.state.vt.us/

Virginia

Virginia Human Rights Council
202 North 9th Street
9th Street Office Building, 11th Floor
Richmond, VA 23219
Tel: (804) 225-2292
http://chr.vipnet.org/

Washington

Washington State Human Rights Commission (WSHRC)
711 S. Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
Toll-Free and Espanol: (800) 233-3247
Tel: (360) 753-6770
Fax: (360) 586-2282
TDD: (800) 300-7525
http://www.hum.wa.gov/index.htm
West Virginia

West Virginia Human Rights Commission
1321 Plaza East, Room 108A
Charleston, WV 25301-1400
Toll-Free (888) 676-5546
Tel: (304) 558-2616
Fax: (304) 558-0085
http://wvf.state.wv.us/wvhrc/

Wisconsin

Wisconsin Equal Rights Division, Civil Rights Bureau
201 East Washington Ave.
P.O. Box 8928
Madison, WI 53708-8928
Tel: (608) 266-6860
Fax: (608) 267-4592
http://www.dwd.state.wi.us/er/

Wyoming

Wyoming Department of Employment/Labor Standards Office
1510 East Pershing Blvd., West Wing
Cheyenne, WY 82002
Tel: (307) 777-7261
Fax: (307) 777-5633
http://www.doe.state.wy.us/
Off Shore

Guam

None found.

Puerto Rico

None found.

Virgin Islands

2203 Christiansted
St. Croix, VI 00820-4612
Tel: (340) 774-6720
http://www.vidol.gov/Units/Labor_Relations.htm