**CZC Sexual Misconduct & Harassment Policy Checklist**

1. Organizations have an ethical duty, and in many instances a legal duty, to maintain an environment that is free from sexual harassment and to have a sexual harassment prevention policy that is in writing;
2. Such a policy indicates that sexual harassment is not tolerated by the organization, and that anyone, no matter their status or standing in the organization, will be subject to discipline for violating this policy;
3. This policy defines the types of conduct that constitute sexual harassment, including, but not limited to the fact that:
4. Sexual harassment is a form sex- and gender-based discrimination;
5. The perpetrator or the target of harassment may be any sex or gender;
6. Sexual harassment can include harassment based on sex, gender, gender identity, gender expression, and sexual orientation.
7. Harassment can occur involving persons of the same or different sexes or genders;
8. The perpetrator of harassment can be the target’s teacher, a board member, regular members, guests, or third parties;
9. The target does not have to be the person harassed but could be anyone affected by the offensive conduct;
10. Sexual harassment may occur without economic injury to or other tangible impacts on the target;
11. The conduct must be unwelcome to be considered harassment; unwelcome conduct of a sexual nature is illegal and violates the policy even if the target appears to go along with it;
12. Examples of sexual harassment include but are not limited to unwelcome:
13. Offensive or derogatory sexual jokes, pressure for dates or sexual favors, comments about a person's sexuality or sexual attractiveness, or offensive graffiti, cartoons or pictures;
14. Indicates that the policy prohibits the teacher, board members, regular members, guests, and third parties with whom the person comes into contact from engaging in sexual harassment;
15. Creates a grievance procedure to ensure that sexual harassment complaints receive:
16. An organization’s designation of confidentiality, to the extent possible;
17. A timely response;
18. Impartial and timely investigations by qualified personnel;
19. Documentation and tracking for reasonable progress;
20. Appropriate options for remedial actions and resolutions; and
21. Timely closures.
22. Provides a grievance procedure that does not require a person to complain directly to the person’s teacher, including, but not limited to, the following:
23. Any Confluence Zen Center Board member;
24. Direct communication, either orally or in writing by email, with Sarah Kupka ([kupka.sarah@gmail.com](mailto:kupka.sarah@gmail.com)), Cathy Benson ([benton@lakeforest.edu](mailto:benton@lakeforest.edu)), or Christopher Chablé ([calexchable@gmail.com](mailto:calexchable@gmail.com)); or
25. Identification of state and local workplace sexual harassment prevention enforcement agencies (e.g. Missouri State Human Rights Department) and the U.S. Equal Employment Opportunity Commission (EEOC) as additional avenues for teacher, board members, members, or guests to lodge complaints.
26. Instructs the teacher, board members, and regular members to promptly report any complaints of sexual harassment to a designated CZC member, so the Center can try to resolve the claim internally.
27. Indicates that when the Center receives allegations of sexual harassment, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
28. States that confidentiality will be kept by the organization to the extent possible and only on a need-to-know basis, but not indicate that the investigation will be completely confidential. Indicates that if, at the end of the investigation sexual harassment is found, appropriate remedial measures will be enforced against any individuals who engaged in sexual harassment and against the teacher or board members who knowingly allowed such behavior to continue;
29. Makes clear that teacher, board members, regular member, or guests will not face retaliation for complaining about sexual harassment or for testifying or assisting in any investigation or proceeding involving sexual harassment.
30. Provides that teacher, board members, and regular members will receive training on the policy and on the prevention of sexual harassment within a set time after hire (e.g., within 60 days) and at specified regular intervals after that (e.g., annually).

Additional provisions. If applicable, the policy will also cover the following:

1. If any teacher, board member, or regular member regularly interacts with children as part of any of these respective roles within the organization, an explanation of the prohibition on child sexual abuse, including, but not limited to:
2. A definition of child sexual abuse;
3. The Center’s responsibilities to prevent and appropriately address such abuse;
4. Procedures for reporting reasonable suspicions of such abuse both internally and externally (i.e., to local law enforcement and child protective services);
5. Encourage bystanders to take action to intervene when they observe potentially problematic behaviors, such as by doing one or more of the following, as appropriate, when safe, and as otherwise consistent with this policy:
6. Speaking out in the moment;
7. Checking in later with the target of the problematic behavior to offer support;
8. Distracting the perpetrator of the problematic behavior to help the target;
9. Reporting the problematic behavior through the proper channels, or by calling 911 if there is imminent danger or a crime in progress.