

CZC Sexual Misconduct & Harassment Policy

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. What follows is Confluence Zen Center's sexual harassment prevention policy.

1. Sexual harassment is not tolerated by Confluence Zen Center. Anyone, no matter their status or standing in the organization, will be subject to discipline for violating this policy.
2. The Confluence Zen Center sexual harassment policy prohibits the teacher, board members, regular members, and guests from engaging in sexual harassment.
3. Sexual harassment is a form sex- and gender-based discrimination.
 - a. The perpetrator or the target of harassment may be any sex or gender.
 - b. Sexual harassment includes harassment based on sex, gender, gender identity, gender expression, and sexual orientation.
 - c. Harassment can involve persons of the same or different sexes or genders.
 - d. The perpetrator of harassment can be the target's teacher, a board member, regular members or guests.
 - e. The target does not have to be the person harassed but could be anyone affected by the offensive conduct.
 - f. Sexual harassment may occur without economic injury to or other tangible impacts on the target.
 - g. 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.
 - h. Examples of sexual harassment include but are not limited to unwelcome 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.
4. Confluence Zen Center will ensure that sexual harassment complaints receive:
 - a. Confidentiality, to the extent possible;
 - b. A timely response;
 - c. Impartial and timely investigations by qualified personnel;
 - d. Documentation and tracking for reasonable progress;
 - e. Appropriate options for remedial actions and resolutions; and
 - f. Timely closures.

5. Confluence Zen Center has established a Sexual Harassment Committee to address any complaints of sexual harassment.
6. An individual affected by sexual harassment may complain either orally or in writing
 - a. Directly to his or her teacher or to a board member;
 - b. To a member of the Confluence Zen Center Sexual Harassment Committee;
 - c. To any other designated organizational representative and/or;
 - d. To state and/or local workplace sexual harassment prevention enforcement agencies (e.g. Missouri State Human Rights Department) and the U.S. Equal Employment Opportunity Commission (EEOC).
7. The teacher, board members, and regular members must promptly report any complaints of sexual harassment to a member of the Confluence Zen Center Sexual Harassment Committee, so the Center can try to resolve the claim internally.
8. When the Center receives a complaint 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.
9. Confidentiality will be kept by the organization to the extent possible and only on a need-to-know basis. 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.
10. No individual will face retaliation for complaining about sexual harassment or for testifying or assisting in any investigation or proceeding involving sexual harassment.
11. The teacher, board members, and regular members will be made aware of policy and procedures regarding sexual harassment on a quarterly basis.

Additional provisions. Bystanders are encouraged to intervene when they observe potentially problematic behaviors. Intervention could take the following forms:

- a. Speaking out in the moment;
- b. Checking in later with the target of the problematic behavior to offer support;
- c. Distracting the perpetrator of the problematic behavior to help the target;
- d. Reporting the problematic behavior through the proper channels, or by calling 911 if there is imminent danger or a crime in progress.