

### **General Guidelines for Management**

1. Be responsible for your own conduct.
2. Monitor the work environment in order to recognize sexual harassment situations as they develop.
3. Take complaints seriously.
4. Contact human resources.
5. Investigate the complaint immediately.
6. Take corrective action.
7. Follow-up with the compliant.
8. Ensure your employees are aware of your church policy against sexual harassment in the workplace.

### **Myths about sexual Harassment**

1. Conduct must be Sexual to constitute sexual harassment.
2. Unwelcome is the same as involuntary.
3. Sexual harassment requires a bad intent on the part of the harasser.
4. Liability is limited to conduct by supervisors and managers.
5. The employer is not responsible for harassment by a third party.