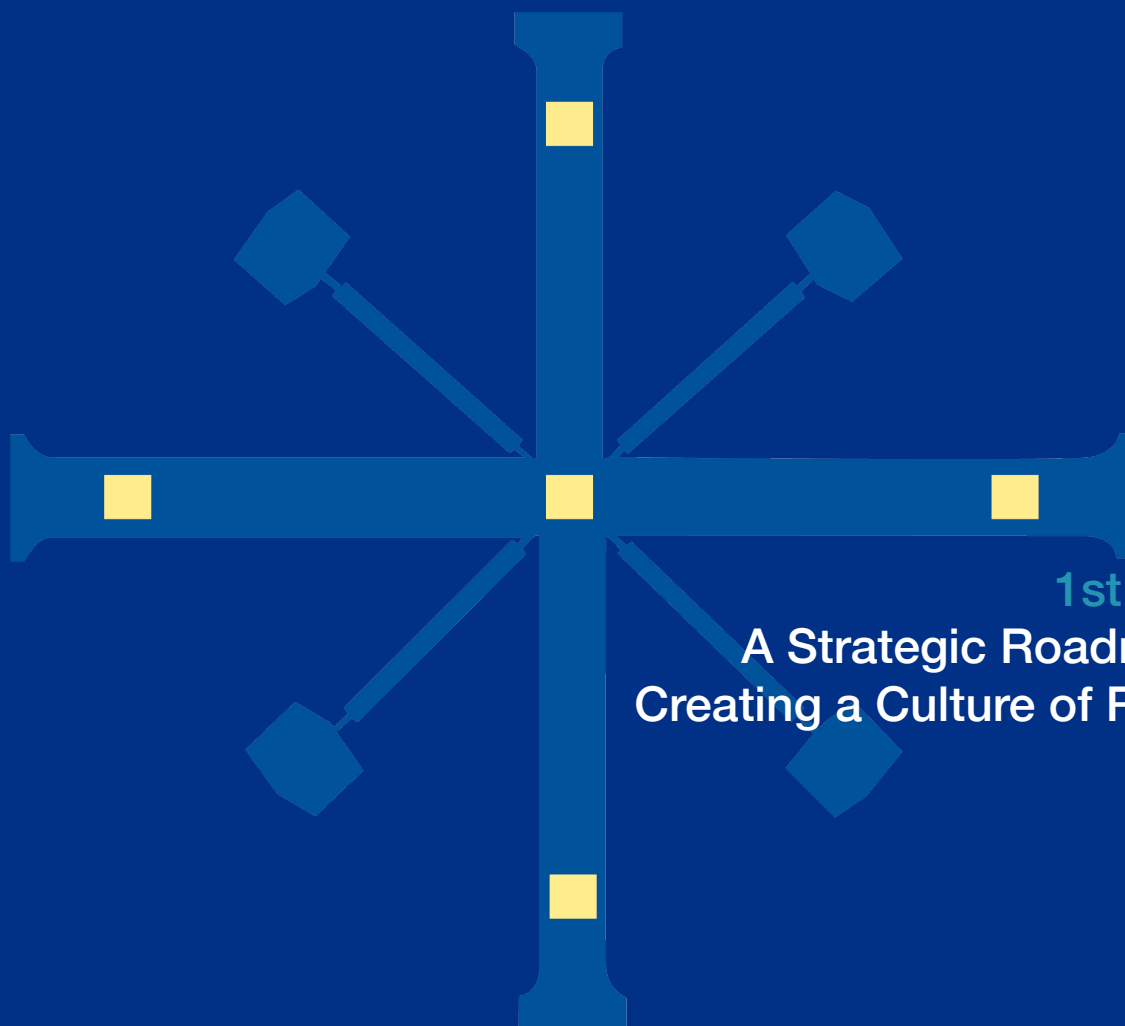

The Culture of Respect



1st Edition
A Strategic Roadmap for
Creating a Culture of Respect

February 2019



The Church of
St. Mary

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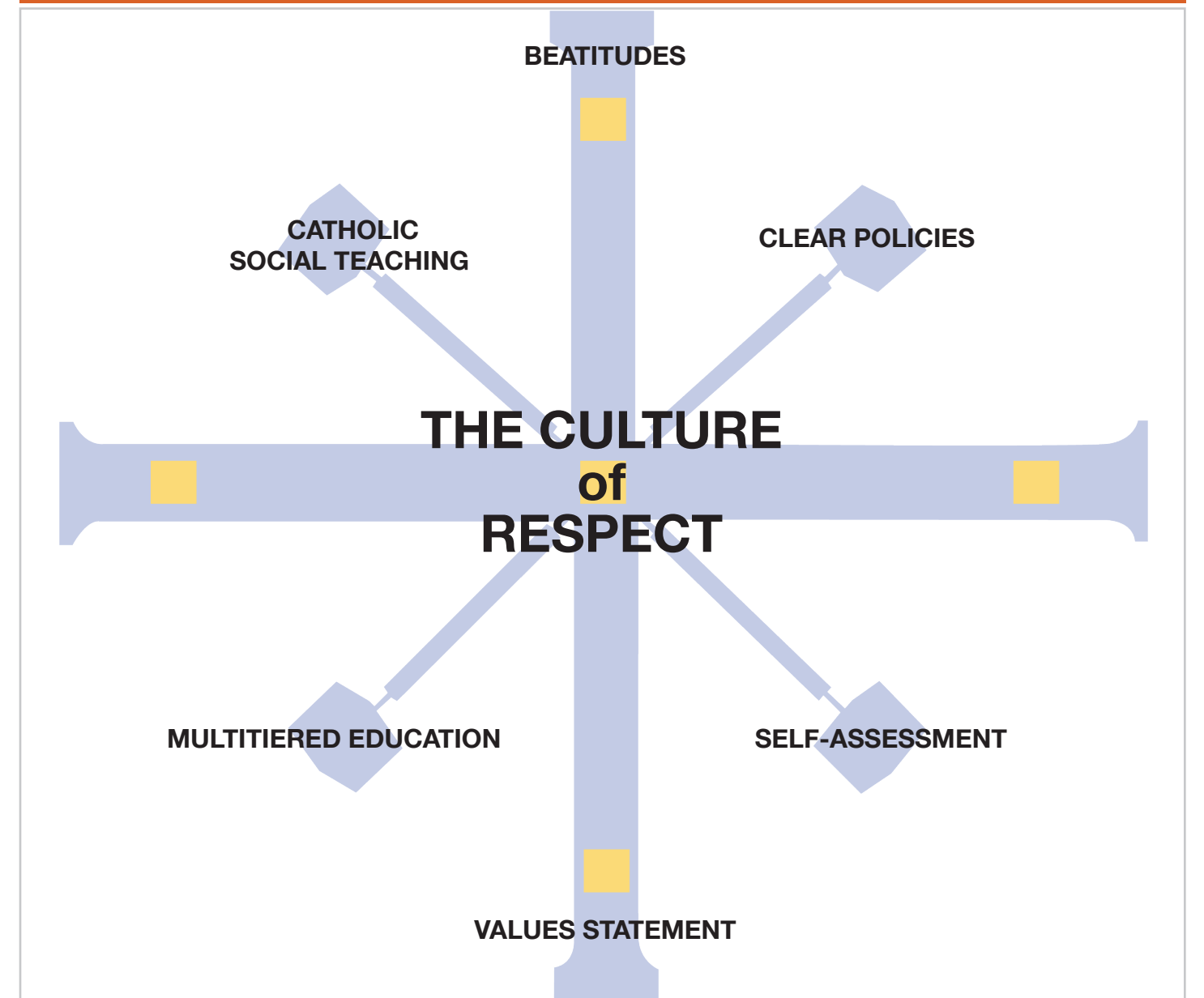
PURPOSE:

To build a culture of respect, dignity, and high ethical conduct for The Church of St. Mary.

SCOPE:

Applies to all St. Mary’s personnel, members of the St. Mary’s parish community, students, volunteers, vendors, and guests. No one in or related to the organization is exempt from this policy.

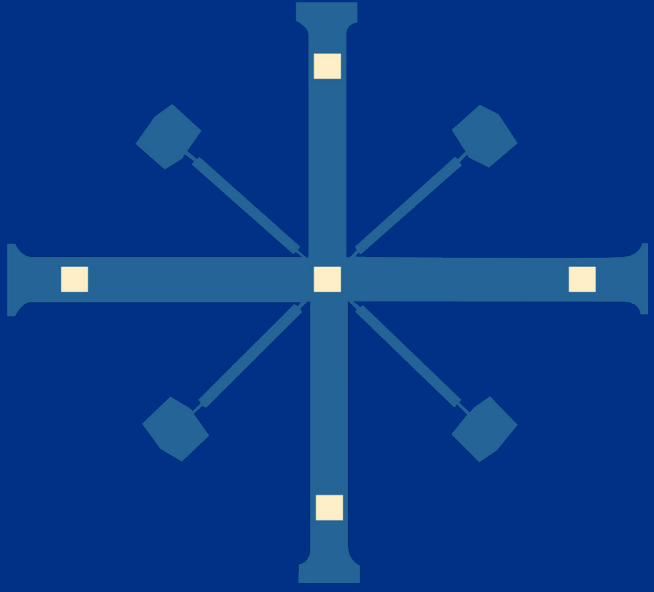
THE CULTURE OF RESPECT FRAMEWORK



PILLAR ONE:
CATHOLIC SOCIAL TEACHING — THE DIGNITY OF THE HUMAN PERSON

Both the Bible and our Catholic Tradition give direction to living our lives with one another. The first chapter of the Bible proclaims that God created man and woman in his image. In the Hebrew Scriptures, the widow, the orphan and the stranger are proclaimed as special to God. Jesus himself—our God who took flesh and lived with us—showed us the dignity of the human person not only by what he said, but by what he did as he healed, lifted up and restored the broken and the broken-hearted.

"Our Catholic faith proclaims that all life is sacred, and that the dignity of the human person is the foundation of the moral vision for our society. Human dignity is something that cannot be taken away."



Paul declares many times that we are all holy, for we are God's temple and that God dwells in us.

Our Catholic faith proclaims that all life is sacred, and that the dignity of the human person is the foundation of the moral vision for our society. Human dignity is something that cannot be taken away. Every person has value, is worthy of respect and must be free from slavery, exploitation and manipulation.

As we work together to Create a Culture of Respect, we believe that the first pillar of a healthy society is the dignity of every human life.



LIVE THE EUCHARIST

It seems as though there is no end of stories that reflect the worst of human behavior toward other human beings. Here, at the Church of St. Mary, we want to embark on a different path; we want to make a dent in a culture of violence. As we work together to *Create a Culture of Respect*, we believe that the first pillar of a healthy society is the dignity of every human life. We believe that our culture should be characterized by mutual trust and the absence of intimidation, oppression, manipulation and exploitation. Why? Because our mission is to "know, love and serve God by living the Eucharist."

It is not just in the criminal or civil courts that we must try to stop unjust and damaging behavior.

We must also look at the many interactions we have during our waking hours at home, at school, at work and in recreation. Do we make sarcastic comments to others? Realize that the root of 'sarcasm' means "to tear the flesh off." Do we use language with others that lets them know in no uncertain terms that it is "my way or the highway"? This is where we must begin to model a different way of being.

Do we really believe that building a more just and respectful society is even possible? Then we must show that. We must work together to CREATE A CULTURE OF RESPECT. Why? Because that is our call as followers and disciples of Christ. Because that is what it means to 'live the Eucharist'.

PILLAR TWO:
THE BEATITUDES

Blessed are the poor in spirit,
for theirs is the kingdom of heaven.
(Be Open)

Blessed are they who mourn,
for they will be comforted.
(Be Compassionate)

Blessed are the meek,
for they will inherit the land.
(Be Humble)

Blessed are they who hunger and thirst
for righteousness,
for they will be satisfied.
(Be Anchored)

Blessed are the merciful,
for they will be shown mercy.
(Be Kind)

Blessed are the clean of heart,
for they will see God.
(Be Undivided)

Blessed are the peacemakers,
for they will be called children of God.
(Be Peaceful)

Blessed are they who are persecuted for
the sake of righteousness,
for theirs is the kingdom of heaven.
(Be Truly Free)

PILLAR THREE:
THE CHURCH OF ST. MARY VALUES

Jesus challenges us, his disciples, to live our lives in a manner that goes beyond just keeping the ten commandments. He challenges us to model our lives on values drawn from his teaching—the Beatitudes (or ‘Attitudes for Being’). We hold our attitude and our behavior up to the light of Christ’s teaching.

THE CHURCH OF ST. MARY VALUES



COMPASSION & KINDNESS
Concern and gentle care for all.

- We will show unconditional love.
- We will be open to support others in their ministry.
- We will appreciate each other’s gifts and efforts by giving praise and being welcoming.
- We will work with community organizations to support individuals in need.
- We will provide benevolent care to all, especially to those bereaved.
- We will offer constructive assistance and guidance to those who are suffering.
- We will seek first to understand (be patient & “walk in their shoes.”)
- We will listen without passing judgment.
- We will communicate in a heartfelt way using encouraging words.
- We will respond with kindness in all situations, areas of conflict & conversations.



COMMUNITY

A sense of fellowship with others, as a result of sharing common beliefs, mission & purpose.

- We will welcome others as we would welcome Christ.
- We will be inclusive of all.
- We will invite others to participate in liturgies, committees, and active involvement in our community.
- We will recognize gifts, talents, and interests in others.
- We will seek advice and share new ideas.
- We will celebrate success.



MUTUAL RESPECT & TRUST

An environment where each person’s input is sought out and valued. All people will be treated with dignity.

- We will treat others the way we want to be treated.
- We will communicate in an open and honest manner.
- We will give and receive constructive feedback. (OK to respectfully disagree and OK to challenge.)
- We will maintain strict confidentiality.
- We will follow through on commitments.



INTEGRITY & HONESTY

Adhering to our core Catholic Christian values in our speech and actions.

- We will do the right thing, even when no one is looking.
- We will do what we say we will.
- We will align our actions with our words.
- We will maintain strict confidentiality.
- We will ensure accuracy and completeness of our work.
- We will strive to be moral & ethical in all areas of our life.



JUSTICE

Adhering to our core Catholic Christian values in our speech and actions.

- We will acknowledge that every person is made in the image and likeness of God and, as such, will be treated with dignity.
- We will advocate & provide support for basic human needs; health care, shelter, food, safety, and education locally and globally.
- We will respectfully listen to all concerns and ideas within our community.
- We will be good stewards of our resources & our environment.
- We will apply policies consistently to all.

PILLAR FOUR: CLEAR POLICIES

Preamble

In our Catholic social teaching, we believe that every person has inherent dignity as created by God. As summarized by the United States Conference of Catholic Bishops, “We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.” St. Mary’s upholds this fundamental dignity of every human life in our ongoing efforts in creating a culture of respect. Our culture should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. This culture of respect is essential in carrying out our mission, To know, love, and serve God, by living the Eucharist. For that reason, St. Mary’s will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of all those affected, St. Mary’s will seek to prevent, correct, and discipline behavior that violates this policy.

HARASSMENT

Harassment, including sexual harassment and other forms of harassment as described below, violate this policy and will not be tolerated. Examples of harassment include, but are not limited to:

- Anything that demeans the dignity of the human person as we strive to build a culture of respect.
- Verbal harassment includes comments that are offensive or unwelcome, including insults, slurs, negative stereotyping or threatening, intimidating or hostile acts. This includes acts which purport to be “jokes” or “pranks” but are hostile and demeaning.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group.

Courteous, mutually respectful, pleasant, non-coercive interactions between people that are appropriate in the workplace and acceptable to

and welcomed by both parties are not considered to be harassment, including sexual harassment.

SEXUAL HARASSMENT

Sexual harassment encompasses a wide range of unwanted sexually directed behavior and, in the workplace, has been defined by the Equal Employment Opportunity Commission as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment.”

Sexual harassment also includes expressions of hostility toward employees because of their gender, for example, “women don’t belong in the maintenance department”.

Members of management must avoid gender-based favoritism and preference in hiring, job assignments or other terms and conditions of

employment. Sexual harassment also encompasses sexual favoritism directed toward one or more employees that is severe and pervasive enough to alter working conditions and create a hostile environment. Such favoritism can affect those to whom the coercive behavior is directed, as well as other employees to whom the favoritism is not extended.

We believe that every person has inherent dignity as created by God. St. Mary’s will enhance the life and dignity of people by providing an environment free from unsolicited and unwelcome sexual overtures and harassment. According to our Catholic social teaching, sexual harassment violates our human dignity as,

1. Our value is no longer based upon our inherent dignity of being human and created by God, rather it becomes based on our sexual role for the person doing the harassing,
2. Our right to participate and contribute to society is taken away,
3. Our work is no longer performed with dignity consisting of reasonable hours, safe environment, and just wages and benefits.

Normal, mutually respectful, non-coercive interaction between individuals that is acceptable to both parties generally is not considered sexual harassment. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. It refers instead to behavior which is unwelcome, personally offensive, undermining or weakening to an individual’s morale. Sexual harassment can come from supervisors, fellow employees or non-employees. Any person can be a victim of sexual harassment. St. Mary’s maintains zero tolerance

of sexually inappropriate behavior.

Examples of sexual harassment may include, but are not limited to:

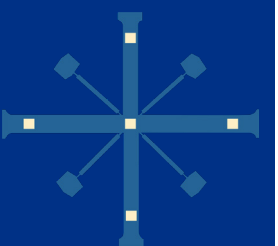
Physical (Unwelcome, unwanted contact)

- Giving a neck or shoulder massage
- Touching a person’s hair, clothing or body
- Tickling or pinching
- Hugging, kissing, or patting
- Standing too close to or purposely brushing up against a person
- Unwanted deliberate touching, leaning over, or cornering

Verbal

- Referring to an adult as a girl, hunk, doll, babe, or honey (excludes welcomed terms of endearment)
- Whistling at someone; catcalls
- Making sexual comments about a person’s body, clothes, looks, anatomy, manner of walking, etc.
- Making sexual comments or innuendos
- Turning work discussions to sexual topics
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences, or history
- Repeatedly asking for dates from a person who is not interested
- Telling lies or spreading rumors about a person’s personal life

St. Mary’s will enhance the life and dignity of people by providing an environment free from unsolicited and unwelcome sexual overtures and harassment.



Nonverbal

- Staring or looking a person up and down (elevator eyes)
- Blocking a person’s path
- Following a person around
- Displaying sexually suggestive items (calendars [including use of the internet to access and download sexually explicit material], photographs, sexual “novelties,” etc.)
- Touching or rubbing oneself sexually around another person; making sexual gestures
- Making facial expressions such as winking, throwing kisses, or licking lips
- Texts, e-mails, cartoons or posters of a sexual nature

EMPLOYEE & VOLUNTEER RIGHTS AND RESPONSIBILITIES

- Employees & volunteers have the right to work in an environment free from sexual and other forms of illegal harassment.
- Employees & volunteers have the responsibility to:
 - Refrain from harassment of other people – for any reason.
 - Report acts of sexual or other prohibited harassment, and cooperate in the investigation of same.

COMPLAINT PROCESS

If you believe you have been subject to harassment in violation of this policy, you should report the alleged conduct immediately to your supervisor, or the Parish Business Administrator. You can expect that your complaint will be taken seriously and that a fair, prompt and thorough investigation will be conducted to review your complaint. If you are not satisfied with the handling of your complaint through these channels, you may contact the Human Resources Committee. You can reach a HR Committee member by contacting the parish office at 320-763-5781 and letting the office know you have a complaint and would like to speak to a HR Committee member. They will promptly

investigate and take all appropriate remedial action. You will not necessarily be informed of the specific remedial action taken – only that the organization has taken corrective action to ensure a workplace free from inappropriate conduct in violation of this policy. A follow-up meeting will be held with you to determine the effectiveness of the remedial action taken.

In matters of harassment complaints and/or investigations, your confidentiality will be protected as much as practicable. There will be no retaliation against you for complaining or for serving as a witness during a harassment investigation.

Violators of any element of the harassment policy will be met with appropriate disciplinary action that may include verbal or written reprimand, suspension, termination of employment or any legal action as allowed by law.

**PILLAR FIVE:
MULTITIERED EDUCATION**

Training Strategies

The training strategies below are an initial plan. This is a working document that will continue to be updated. For the most current version of this policy, refer to stmaryalexandria.org

	Staff (Parish & School)	Committee Chairs (Org. Chart)	Committee Members	Volunteers (Church & School)	Parishioners
Frequency (and initially)	Annually	Annually	Annually	Annually	Annually
Policy Content	Complete Policy Content	Policy Content, procedures	Awareness, resources, specific committee impacts	Awareness, resources, staff POC	Awareness, resources, staff POC
* Methods	See notes	See notes	See notes	See notes	See notes
POC; documentation POC; policy	TBD	TBD	TBD	TBD	TBD

*Methods may include: Written document, bulletin articles, Webpage info, homilies, video series, TV monitors, signage in/outside church.

**Resources: Policy Document, Overview Pamphlet, The Seven Themes of Catholic Social Teaching, The Church of St. Mary Mission Statement