

## ANTI-HARASSMENT POLICY

### Policy Overview

It is our policy that campers and staff at Pennsylvania Christian Camp's behalf are entitled to respectful treatment and a safe environment. Being respected means being treated honestly and in a loving manner, in accordance with the command in scripture to "Love your neighbor as yourself" (Luke 10:27), with your unique talents and perspectives valued. A respectful environment is about more than compliance with the law. It is an environment that is free of inappropriate behavior of all kinds. We are committed to providing an environment in which the dignity of every individual is respected. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at Pennsylvania Christian Camp.

### Inappropriate Behavior

Our goal is to have a safe environment where we all treat each other respectfully and professionally in accordance with the command to "love our neighbor" given in scripture. **Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated.** Pennsylvania Christian Camp reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Public displays of affection between campers and/or staff under the age of 18 are strongly discouraged. This is to prevent misunderstandings, questions of harassment, and to ensure that all campers are treated equally. Public displays of affection between adult staff members should be appropriate for a Christian camp setting, and set a good example of healthy adult relationships.

### Harassing Conduct

Harassment is unwelcome conduct toward an individual, whether in jest or seriousness, because of their race, color, sex, age, sexual orientation, religion, national origin, disability, or any other status, when the conduct creates an intimidating, hostile or offensive environment. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other status.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical contact, such as assault, striking or unwanted touching.

- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

### **Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe create an intimidating, unsafe, hostile, or offensive environment.

### **Notifications and Procedure**

Do not assume that Pennsylvania Christian Camp is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to the week's directors or the President of the PCC Board of Directors. The Directors should be made aware prior to any action being taken unless the safety of the camper is at risk.

1. The staff member who witnessed the event/received the report will take immediate action to ensure the safety of all involved parties.
2. Pennsylvania Christian Camp staff must immediately report any alleged or suspected abuse or neglect at the hands of an adult or minor on camp property to a Director.
3. The director who receives the report will follow up with the involved parties as soon as possible to ensure both parties are safe, and if any follow up action is required.
4. Any allegations made should be reported to the Board Officers as soon as possible.
5. If necessary, the Directors will report the allegations to ChildLine.
6. If the allegation is physical, emotional or sexual abuse or sexual assault by a camp staff or adult on camp property, the ChildLine worker will contact the appropriate law enforcement official.
7. The alleged perpetrator should be removed from camp activities while the investigation is ongoing.

8. If only one director is available to make a decision, the Board Officers should be consulted.
9. There should be a debriefing process with staff after the investigation. This should take into account the privacy of all of those involved.

### **Informing the Parents**

According to state law, it is the obligation of the Children and Youth caseworker investigating the allegation to inform the parents, and other subjects of the report, that a report has been made. Verbal notification usually occurs within a few hours of receiving the report; written notification of the report is provided to parents within 72 hours of the verbal notification, with some exceptions. The exact time at which the parents are told is up to the discretion of the caseworker in planning for the safety of the children, therefore, representatives of Pennsylvania Christian Camp ARE NOT to inform the parents.

Once the report has been made, the legal process has begun, and camp representatives and volunteers must respect the legal process. The Mandatory Reporter should consult with the ChildLine and/or Child and Youth caseworker regarding the physical custody and wellbeing of the Youth from the time the report is made until such time that the state or parents take physical custody of the child.

If a report was not made to ChildLine, the Directors will determine if or when to notify the parents or other responsible parties.

### **Retaliation Prohibited**

This policy strictly prohibits any retaliation against a staff member, camper or other person who reports a concern about harassment or other inappropriate behavior.

### **Application**

This applies to all staff and to anyone else working in conjunction with Pennsylvania Christian Camp. This includes campers, visitors, guest speakers, staff, and members of the Board of Directors. It also applies to all locations and situations where Pennsylvania Christian Camp business is conducted and to all Pennsylvania Christian Camp-sponsored events.

### **Training**

The Board will ensure that all Board Members, Directors and adult Staff Members will receive training regarding this policy. The Directors will ensure that campers are aware of their responsibilities under this policy.