

Executive Board
09/23/2025
Administration Support Committee
09/22/2025

Item of Consideration: Recommendation to Revise Policy 807 Harassment Policy

Highest Authority For this item: Executive Board
Administration Support Committee

Originating Source:

Background: Regarding the BGCT's Harassment policy, HR has made the following recommended procedural changes. These recommendation changes are better structured around our current policies.

Background Attachments: A redline version of Policy 807 is included below.

Recommendations: We recommend revising Policy 807 Harassment Policy

807 HARASSMENT POLICY

The Baptist General Convention of Texas is committed to ensure a work environment for all employees which is fair, humane, and respectful, and an environment which upholds Christian morals and ethics described and mandated by Jesus Christ.

Prohibited harassment is verbal or physical conduct that shows hostility toward an individual and includes derogatory comments, slurs, jokes, innuendos, cartoons, pranks, or physical harassment which is based on the employee's protected class membership. Harassment also includes negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive work environment.

Every manager is responsible to ensure that the spirit and intent of BGCT goals and harassment policies are achieved. Employees have the right to be free from harassment on the job from coworkers, management, or others. **BGCT will provide both manager level and employee level training regarding Harassment in the Workplace prevention, which will occur during an employee's new hire on-boarding process and will be repeated at least once every two years.**

If an employee believes he or she is being harassed, the employee is requested and encouraged to make a complaint to BGCT. Employees are not required to first complain to the person harassing them. The employee may complain directly to their supervisor, the supervisor of the harasser, Human Resources, or any management employee to include the Executive Director. Similarly, if any employee observes harassment of another employee, the employee is requested and encouraged to report the incident to one of the persons described above. Any of the individuals above will take the appropriate steps to ensure that prompt and effective remedial action is taken as necessary.

All information will be handled in as confidential manner as is possible. **BGCT will only involve those individuals necessary to conduct a thorough investigation and/or make recommendations in regards to the outcome of the investigation as it relates to possible disciplinary measures, or if it impacts the safety of others. BGCT will comply with all Federal, State and local laws as it pertains to harassment, including reporting requirements to applicable agencies, should such harassment be deemed to have violated any criminal or civil statutes.** Employees will not be retaliated against in any way for making a good faith complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above. Harassment is a violation of federal and state law as well as BGCT policies. Confirmed harassment will result in immediate disciplinary action up to and including termination of employment for any employee found to have committed harassment of another person. **Appropriate parties within BGCT will be consulted to ensure disciplinary measures are appropriate and properly followed, including Human Resources and Legal Counsel.**

BGCT will promptly and thoroughly investigate any complaint or report of harassment or violation of this policy. A thorough investigation can take several days to several weeks depending upon circumstances and the report. Employees may ask the person to whom they reported the harassment or Human Resources for the status of the investigation.

BGCT will take prompt remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to termination of employment.

A complaint or report that this policy has been violated is a serious matter. Complaints or reports that are unfounded are also against our policy, and BGCT will take appropriate disciplinary action if its investigation shows that deliberately dishonest or bad faith accusations have been made.

~~5/23/06~~ 9/23/25