

Policy on Sexual Misconduct

Sexual misconduct is strictly prohibited and will be cause for termination of the employee of Connecticut Branches who is guilty of such misconduct.

Definition of Sexual Misconduct

Sexual misconduct includes any form of sexually inappropriate behavior or contact, whether criminal or not, by employees and without regard to particular titles or positions. Without limitation, sexual misconduct encompasses:

- a. Sexual abuse, sexual molestation, or sexual offense against any person, including but not limited to, any sexual involvement or sexual contact with a person who is below 18 years of age or who is legally incompetent; or
- b. Sexual exploitation or harassment, including but not limited to, the development of or the attempt to develop a sexual relationship between an employee and a person with whom he/she is transporting or has other work related contact with, whether or not there is apparent consent from the individual; or

(Examples of actions that could be considered sexual exploitation or harassment:

- Touching any part of a person's body that would be covered by a modest swimsuit or the clothing that covers those parts; or
- Stroking the thigh or bare shoulder; or
- Hugging and/or rubbing the back of a person in a way that goes beyond a pastoral or professional relationship; or
- Jokes, remarks, conversation or writing with sexually suggestive content; or
- Display of sexually suggestive objects or pictures: or
- Attempts to develop personal contact/friendship beyond a pastoral or professional relationship)

Reporting Suspicious Behavior

Anyone who knows of or suspects sexual misconduct is shall immediately report the incident or suspicion to the Connecticut Branches Operations Manager. If the misconduct involves sexual offense or abuse against a child, it should be reported also to the local law enforcement authorities in conformity with applicable laws.

Suspicion is cause enough to report. The confidentiality of the victim and the person who reports will be maintained, in conformity with applicable laws.

Response Team

When a suspicion is reported, a team of persons (the "Response Team") will meet as soon as possible to investigate and respond to any suspicious behavior. The Response Team will investigate and respond to any reported suspicious behavior. The confidentiality of the victim and the person who reports will be maintained, in conformity with applicable laws. The Response Team will cooperate with law enforcement authorities, but will not attempt to determine legal or criminal guilt.

Policy on the Protection of Children

Connecticut Branches strictly prohibits interaction with children and youth by anyone with a civil or criminal record of sexual offense against a child or anyone who has admitted prior sexual abuse or anyone known to have a pedophilic diagnosis or tendency (e.g. pedophilia, exhibitionism, voyeurism, computer sex crimes). All employees will be subject to background screenings with police, previous employers and personal references.

Policy on Personnel Employment & Volunteers

Requirement of Background Screenings:

Employees:

Prior to employment, all employees shall be subject to a background screening of any past convictions of a criminal or sexual nature and civil claims regarding sexual misconduct or child abuse/neglect/abandonment. Other background screenings, including previous employers and personal references, and other screening procedures will also be used.

Background screening reports shall be kept strictly confidential.

Compliance:

Compliance with this Policy, including the need for periodic updates of employment and background records, shall be reviewed annually as a part of the annual internal audit.

PREVENTION PRACTICES & PROCEDURES TO PROTECT CHILDREN & YOUTH

These Prevention Practices & Procedures of Connecticut Branches deal with the prevention of sexual misconduct as well as some general safety issues. These Prevention Practices & Procedures shall be given to each employee.

For the purpose of these Prevention Practices, "adult" means someone 18 years of age or older. Anyone below 18 years of age is considered a child or youth.

Examples of actions that could be considered sexual exploitation or harassment:

- a) Touching any part of a person's body that would be covered by a modest swimsuit or the clothing that covers those parts; or
- b) Stroking the thigh or bare shoulder; or
- c) Hugging and/or rubbing the back of a person in a way that goes beyond a pastoral or professional relationship; or
- d) Jokes, remarks, conversation or writing with sexually suggestive content; or
- e) Display of sexually suggestive objects or pictures: or
- f) Attempts to develop personal contact/friendship beyond a pastoral or professional relationship).

Acknowledgement of Sexual Misconduct Policy

Sexual misconduct is strictly prohibited and will be cause for termination of the employee of Connecticut Branches who is guilty of such misconduct. Sexual misconduct includes any form of sexually inappropriate behavior or contact, whether criminal or not, by employees or representatives of Connecticut Branches.

Anyone who knows or suspects sexual misconduct shall immediately report the incident or suspicion to Operations Manager. If the misconduct involves sexual offense or abuse against a child, it should be reported also to the local law enforcement authorities in conformity with applicable laws.

Connecticut Branches strictly prohibits interaction with children and youth by anyone with a civil or criminal record of sexual offense against a child or anyone who has admitted prior sexual abuse or anyone known to have a

pedophilic diagnosis or tendency (e.g. pedophilia, exhibitionism, voyeurism, computer sex crimes).

Anyone who knows of or suspects sexual offense or abuse against a child shall immediately report the incident or suspicion to the operations Manager. The suspected offense or abuse should be reported also to the local law enforcement authorities in conformity with applicable laws.

I acknowledge that I have received, understand and agree to follow the Policy & Procedures for the Prevention of Sexual Misconduct of Connecticut Branches, Woodbridge, Connecticut.

Name of Employee (Please print)

Signature of Employee Date

Signature of Witness Date

Title of Witness