



SEVENTH-DAY
ADVENTIST
CHURCH

Northeastern Conference

Office of the Secretary

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September 18, 2019

To: All Conference Employees

Please be advised that with the advent of the **#MeToo** Movement Federal, State and Local government has enacted one of the most stringent Sexual Harassment laws for employers. Effective **October 9, 2018**, all New York State employers are required to adopt written sexual harassment prevention policies and institute **annual anti-harassment training for employees**.

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Northeastern Conference of Seventh-day Adventists (Northeastern) is committed to providing a workplace that is free from sexual harassment and to foster a safe and healthy work environment for all. Our goal is to protect our employees from unwanted and inappropriate sexual behavior.

We will take a zero-tolerance approach to sexual harassment and assault. These types of behaviors are prohibited inside and outside of the office, as per Title VII of the Civil Rights Act of 1964. Thus inappropriate behavior is not limited to what occurs inside the office. Sexual harassment will not be tolerated at work, in the Office, churches, schools, day-cares, Camp Victory Lake, at off-site gatherings or anywhere else.

The provisions in this policy apply to employees, managers, customers, investors, contractors, clients, casual workers, visitors and any other third parties involved with Northeastern, regardless of their gender, sexual orientation, role, status or other protected characteristic.

As a requisite for continued employment with Northeastern Conference, **ALL** employees are required to undergo the ***Sexual Harassment Training annually*** on the "***Sterling***" website (formerly Verified Volunteer) by **September 26, 2019** and send to the Conference a copy of the completion certificate issued, to both hr@northeastern.org and risk@northeastern.org.

In addition, **ALL** employees are now required to take the ***Child Abuse Training*** every 3 years, and undergo the background check. This must also to be completed on the "***Sterling***" website.

However, if you have already completed this ***Child Abuse Training*** in over 2½ years or have never completed this training before, you are mandated to do so now.

Instructions:

Log onto www.ncsrisk.org/adventist

Click on "New User" and create a username and password.

Your Union is "Atlantic Union"

Your Conference is "Northeastern Conference"

Please be sure to indicate which location you are employed in.

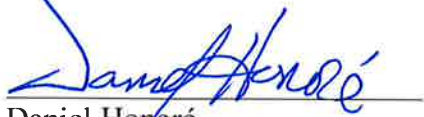
NOTE: *If you do not have a computer, please visit your local library or contact us and arrange to use one at the main office located at 115-50 Merrick Boulevard, Jamaica, NY 11434 before **September 26, 2019**.*


Once you have completed the course please print your certificate of completion, and submit to both hr@northeastern.org and risk@northeastern.org.

Thank you for your prompt attention and response to this urgent matter.

Sincerely,


Oswald Euell.
Executive Secretary


Daniel Honoré
Conference President


Robert Chandler
Conference Treasurer

CC: Risk Management, Human Resources (HR)