

# ***SUPERVISOR'S RESPONSIBILITIES***



## **Be a good role model.**

Practice good self-awareness and self-care.

Assess your own relationships at work and adjust them accordingly.

When in doubt, don't say it or do it.

**Don't allow** joking, teasing, gossip, pictures, e-mail or anything else that may be offensive to employees or others at church. (You can be personally liable if you participate, substantially assist or encourage continued harassment.)

## **Watch for problems and take action immediately.**

(The church can be liable if you do not respond quickly and appropriately to harassment situations.)

## **Be alert to potential threats of retaliation** or actual retaliation by other employees.

Be careful of requiring a complainant to transfer or change jobs as a way to resolve a harassment situation.

Deal with a complainant's performance issues after the investigation is over. Don't mix up the two.

Remember that performance decline may be attributable to a harassment situation.

Follow up and monitor sensitive situations.