

PERSONNEL POLICIES AND PROCEDURES

Preamble

The provisions which follow are summaries of the personnel and office policies of Camp Fatima / Camp Bernadette, subsequently referred to as Employer, and are current as of the date of publication. These policies apply to all salaried and hourly staff working at Camp Fatima / Camp Bernadette, subsequently referred to as Employees. Further details and interpretations of these policies will be made periodically by the Employer or upon request of any Employee.

Employer reserves the right to add, delete, or modify any of these policies either on an individual or organization-wide basis. Such additions, deletions, or modifications will be effective when approved by the Employer. This manual is not intended to nor does it create contractual obligations for the Employer.

EQUAL EMPLOYMENT OPPORTUNITY

The Camps are committed to a policy of equal employment opportunity for all qualified candidates. Employment decisions are based upon job-related qualifications without discrimination because of race, color, gender, age, marital status, veteran status, physical or mental disability, pregnancy, or national origin. This policy applies to all terms and conditions of employment.

The Camps may give preference to practicing members of the Roman Catholic Church for certain positions. Practicing members of the Roman Catholic Church are expected to be registered and active members of a parish. Likewise, practicing Roman Catholics agree to adhere to and uphold the teachings of the Roman Catholic Church in what they say and what they do.

It is also the policy of the Camps to prohibit harassment of one employee by another employee on the basis of any of the classifications listed above. While it is not easy to identify precisely what conduct constitutes prohibited harassment, prohibited conduct certainly includes slurs, epithets, derogatory comments, unwelcome jokes, teasing, sexual advances, or other similar verbal or physical conduct. Any employee who harasses another employee on any of these bases may be subject to discipline, up to and including discharge.

Any employee who believes s/he has been the victim of such harassment or discrimination should follow the Reporting Procedure for sexual and other unlawful harassment detailed in the employee handbook.