

Note: This policy applies to all who interact on behalf of HarvestCall. The respective waiver form for your type of involvement with HarvestCall will reference and apply to this document. Whether you are a team member, committee member, or missionary, the standard process for you will involve your agreement of understanding for this policy.

HARVESTCALL SEXUAL CONDUCT POLICY

I. Introduction

- A. Called to Be Holy. As born again believers and members of HarvestCall we affirm the Bible as the final rule and authority for our lives. We are called to be holy in all we do, just as God is holy, not conforming to the standards of the world. We are to be light and salt to the world. The ethical and moral conduct of all HarvestCall representatives is of vital importance: Christ has chosen to make Himself known through His people, and our manner of life should be a demonstration of God's love and purity in the church and in the world.
- B. On Culture. We affirm the Bible to be the final authority of evaluating culture. We recognize that biblical standards of holiness may prevent us from engaging in behavior otherwise acceptable in some cultures. Likewise, we recognize that the law of love may keep us from certain behavior that would otherwise be permissible according to biblical standards, but which is not appropriate to the culture in which we are serving, or is offensive to the people among whom we serve.
- C. Questions. Questions about this Policy should be directed to the Outreach Manager.

II. Scope

- A. Persons Affected. HarvestCall employees including administrative staff, as well as missionaries, volunteers, team members, and interns (collectively "Representatives") are covered by this policy and are expected to understand and comply with this policy.
- B. Applicable Law. In some jurisdictions, the state, federal, laws of a country may be more stringent than this policy. When more stringent laws exist, they will apply in place of the requirements of this policy.

III. Principles

- A. Bible Standards. According to the Bible, all sin, from the smallest white lie to adultery and everything else contrary to the will of God, is grievous and evil in the

eyes of God. All HarvestCall Representatives are expected to live lives of integrity in all aspects of their life. The purpose of this policy is not to single out a specific sin as intrinsically worse than another and thereby deserving of its own policy; however, with the growing prevalence of pornography and sexual addictions within society and the Church today and the priority of HarvestCall to provide an environment free of sexual misconduct for its administrative staff, missionaries, missionary children, interns, and those they serve, HarvestCall has implemented this policy in order to preserve the integrity of its mission.

The Bible not only commands abstention from sexual impurity but calls God's servants to live "above reproach" (Phil. 2:15). In an effort to follow this commandment it is important to diligently guard our hearts against sexual impurity. To ignore this calling can put a Representative at risk for potential compromise or failure in matters of sexual impurity.

B. Prohibited Conduct

1. Sexual impurity is prohibited and is any sexual activity outside of a marriage covenant between a man and a woman. This includes, but is not limited to, adultery/fornication, incest, sexual molestation, indecent exposure, sexual harassment, lesbianism, homosexuality, and the habitual use of pornography.
2. Sexual misconduct is prohibited and can be in various forms, including but not limited to, child abuse as described in the HarvestCall Child Safety policy; rape or other crimes of a sexual nature; sexual contact by force, threat, or intimidation; sexual harassment; or misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to exploit another person for personal sexual gratification. Even if someone else initiates or invites sexual attention in a relationship, it is always the responsibility of the Representative to maintain personal purity and respond in a manner reflecting appropriate Christian and professional values.
3. Sexual activity directed toward a child is also governed by HarvestCall's Child Safety Policy which defines child abuse, a code of conduct for interacting with children, and child abuse reporting, investigations, and discipline. If the Child Safety Policy applies, the Child Safety Policy will govern over an inconsistency with this policy.
4. Sexual harassment is harassment based on sex or gender. For example, it occurs through unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment or volunteer service;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment or volunteer service; or
- Such conduct has the purpose or effect of interfering with work or volunteer performance or creates an intimidating, hostile or offensive work or volunteering environment.

Sexual harassment may be male to female, female to male, male to male, or female to female harassment.

Examples of sexual harassment include:

- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or flirting, threats, or offensive remarks about an individual's gender;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene pictures; and
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex.

It is a breach or violation of this policy for a Representative to engage in prohibited conduct described in this policy whether the conduct occurs in the Representative's service to or employment with HarvestCall or whether the conduct occurs in a private setting unrelated to the Representative's service to or employment with HarvestCall.

IV. **Guidelines for Prevention and Appropriate Interaction with Others.** In an effort to prevent sexual impurity and remain above reproach in the eyes of others, HarvestCall Representatives must follow the HarvestCall Child Safety Policy and should, where possible, abide by the following guidelines:

- Make sure at least one other adult is with you when working with one child or person of the opposite sex in a closed space.

- Be open and public in spending time with others. Stay visible to others. For example, leave curtains, blinds and doors open.
- When traveling with one child or someone of the opposite sex, be accompanied by one other person.
- In using touch, be sure that it can never be misconstrued to be abusive, harassment, or a sexual advance.
- Avoid intense eye contact with any person of the opposite sex.
- Words are easily misunderstood. Be careful in what you call others, especially those of the opposite sex.
- Avoid teasing, coarse joking, and flirting.
- If possible, use your computer in public places where anyone can see the content. This can be at home with the door open or in a high-traffic area of your home.
- Use screener on your computer for sexual language and pornography.
- Submit your computer to accountability software such as Covenant Eyes or Accountable2You.
- Avoid any situation which can be construed as having immoral implication or sexual impurity.
- Give no reason for suspicion as to wholesomeness of interpersonal relations.
- Not yielding to or being subject to situations which lend themselves to gossip.

V. **Reporting and Investigation**

A. **Reporting**

1. Required Internal Reporting - Any person who in good faith suspects a HarvestCall Representative has violated this policy, directly observes a violation of this policy, has been the victim of prohibited conduct under this policy, receives a confession or report of a violation of this policy should report the conduct to his or her immediate supervisor, the HarvestCall Outreach Manager, or the HarvestCall Executive Director immediately after receiving the information. A report is required so that an investigation can be made and corrective action taken if necessary.

Complaints can be made verbally or in writing to an immediate supervisor, the HarvestCall Outreach Manager, or the HarvestCall Executive Director. Appendix B contains a Data Gathering Form that individuals reporting possible breaches of this policy or the Child Safety Policy can use. If the reporter does not complete the Data Gathering Form, the immediate supervisor, the HarvestCall Outreach Manager, or the HarvestCall Executive Director should work with the reporter to complete as much of the Data Gathering Form as possible.

Whoever receives the initial report must immediately contact the HarvestCall Outreach Manager, the HarvestCall Executive Director, and the accused's immediate supervisor preferably by phone or in person. The HarvestCall Executive Director is responsible for notifying the insurance carrier, HarvestCall's legal counsel, and law enforcement as required by law or based on HarvestCall's discretion.

There may be additional committee level personnel who need to be a part of the internal reporting. Each committee should clarify with their supervisors where sexual conduct reports are communicated within their committee.

2. Required External Reporting - In addition to internal reporting, there may be a legal obligation to report under the law. For instance, all states and some countries have child abuse reporting laws. Representatives may be mandatory reporters as further discussed in the Child Safety Policy. For example, Representatives who are mandatory reporters are responsible for making reports under applicable law. Mandatory reports are often required to be made within very short timeframes (e.g. 24-48 hours) so it is critical that Representatives who obtain, become aware of or suspect illegal activity act quickly in notifying HarvestCall and if necessary, law enforcement.

HarvestCall seeks to support and assist Representatives with making reports under applicable law, but the ultimate responsibility for making the report rests with the Representative if the Representative is a mandatory reporter. Failure to make a report can result in criminal or civil liability for damages caused by the failure to report. Representatives who have questions about mandatory reporting can contact the Mission Manager, Outreach Manager, or Executive Director.

- B. Interim Measures Once a Report is Received. When a report is received, in cases involving potential illegal activity and/or another person, such as, but not limited to, sexual abuse, sexual molestation, or fornication, the alleged person will be

immediately placed on Administrative Leave until an investigation has been completed. In all other cases, HarvestCall, in its discretion, will place the person reported as possibly violating this policy on On-field Suspension or Administrative Leave pending the results of an investigation. On-field Suspension removes the person from their employment or ministry responsibilities until further notice but financial support/wages are not removed. Administrative Leave removes a person from their employment or ministry responsibilities immediately and is without pay/financial support.

In addition, HarvestCall may take other actions deemed appropriate in its discretion to prevent recurrence pending the investigation results, such as instructions to the alleged perpetrator to cease contact with the victim.

- C. Investigation Guidelines. An investigative team may be formed with preferably at least 3 members, including a man and a woman. HarvestCall also reserves the right to use a third-party investigator in its discretion. The investigation will be approached and carried out in an unbiased, thorough manner. From a management perspective, no HarvestCall employee that is the alleged perpetrator can participate in the investigation and decision-making process. The investigation may be conducted on-site (if needed and if possible). The investigation should seek information on the individuals involved, including whether there may be other victims. Representatives are required to participate in the investigation if requested.

The investigation should be completed within 3 weeks unless the investigator reports that more time is needed and why. As soon as practicable upon completion of the investigation, the investigator or investigation team should submit a report with results and recommendations to the HarvestCall Executive Director or other designee. HarvestCall will review the report and take appropriate action.

Throughout the reporting and investigation process, decisions and actions should be documented and accurate records of the investigation kept.

- D. Retaliation Prohibited. No one will be subject to, and HarvestCall prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of violations of this Policy or cooperating in related investigations.

VI. **Breaches of Policy**. Any violation of this policy, and thereby breach of the Sexual Conduct Agreement, by a HarvestCall Representative is unacceptable and will be subject to disciplinary action as described in Appendix A.

Appendix A Breach of Sexual Conduct Policy

“Brethren, if a man be overtaken in a fault, ye which are spiritual restore such an one in the spirit of meekness; considering thyself lest thou also be tempted.” Galatians 6:1

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.” Matthew 18:15-17

Based on the Scripture above, if HarvestCall Representatives are found to have breached the HarvestCall Sexual Conduct Policy, notwithstanding any policy of HarvestCall to the contrary, HarvestCall will deal practically with each case in HarvestCall’s discretion depending on the nature of the breach with discipline and outcomes, including but not limited to, termination of employment, volunteer work, affiliation or activity with HarvestCall; suspension of employment, volunteer work, affiliation or activity with HarvestCall; removal of financial support; removal from the missionary field; premature return to sending country; ban on perpetrator’s presence on HarvestCall property and at HarvestCall events; and ban on perpetrator’s affiliation with HarvestCall. HarvestCall is not bound to follow the disciplinary process found in the Missionary Guide. Cases may be dealt with in consultation with the home church or sending church of the Representative. HarvestCall reserves the right to communicate with the mission family or other entities or individuals in its discretion or as required by law, even if the individual objects. Suspected illegal activity may be reported to law enforcement.

HarvestCall may seek to, when possible in HarvestCall’s discretion, come alongside the Representative in order to aid them in overcoming sin in their life and in their restoration through a support process determined by HarvestCall. All support processes must include at least the following:

- A personal consistent, daily accountability structure.
- Monthly check-ins with the Immediate Supervisor.
- Use of an accountability software or filter for internet activity.

Entrance into the Way of Purity program is encouraged. The support process will continue in HarvestCall’s discretion for as long as HarvestCall deems necessary, and the Representative agrees to cooperate with the support process requirements.

Also, HarvestCall may take any action it deems appropriate to stop and remedy a breach of this Policy, including actions to prevent recurrence.

Appendix B
Data Gathering Form for Possible Breaches of Sexual Conduct Policy or Child Safety Policy

Date: _____

Name of Person Filling Out Form:

Name of Reporter (if different than above):

Alleged/Confessed Perpetrator:

Name(s), age, and gender of Victim(s) (if applicable):

Name(s) of Victim(s)'s Parents (for child safety cases):

Present Location of the Child (for child safety cases):

Additional Persons Involved and Their Role:

Witnesses:

Breach Suspected/Discovered/Confessed:

Details of Breach (*Quote the spoken words as much as possible. Include, if possible, dates, places, times, and specifics of what took place.*):

Nature or Extent of Injury (if applicable):

How the Information was Obtained (from observation, from child, from victim, from adult, etc):

Person(s) Contacted:	Date and Time Contacted:

Signature of Reporter (if applicable):

Title and Signature of Person Completing this Form:
