



## *Rocky Mountain Teens Encounter Christ*

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### POLICIES FOR CREATING A SAFE ENVIRONMENT

The TEC movement exists to create an environment where young adults have the opportunity to experience Christ's love in a profound and transforming encounter. This encounter invites the participants to personal conversion and leads them to spiritual growth.

To create this environment, it is essential that the participants first feel that they are safe—emotionally, physically, and spiritually. This requires high standards and expectations for all of the TEC volunteers and leaders to “walk their talk.” Moreover, it requires policies that help to promote a safe environment for current participants and that help to safeguard the program's viability for future participants.

Enclosed are three policies intended to promote a safe environment for all TEC-sponsored activities. TEC believes that everyone who participates in *any* TEC function should be aware of them and should understand that they have been established for their welfare. You have received them because you are participating in, volunteering for, or otherwise leading a TEC-sponsored activity. We strongly encourage you to read them. On the final page is a form on which we ask you to acknowledge that you have received these policies.

In response to the recent scandals surrounding abuse by clergy and church leaders and in response to the presence of sexual misconduct throughout our culture, we have created a Sexual Harassment/Sexual Misconduct/Offensive Behavior Policy. In light of events like the Columbine High School tragedy, we have created an Anti-Violence Policy. Finally, given their pervasive presence and potentially devastating effects, we have created a Drugs, Alcohol, and Tobacco Policy.

If you have any questions regarding these policies, we encourage you to contact the Rocky Mountain TEC Core Leadership Team (“Core Team”).

Yours in Christ,

The Rocky Mountain TEC Core Team

## **SEXUAL HARASSMENT/SEXUAL MISCONDUCT/OFFENSIVE BEHAVIOR POLICY**

Effective February 21, 2004

The personnel, participants and/or volunteers in the Rocky Mountain Teens Encounter Christ (“TEC”) program should be aware that it is the policy of Rocky Mountain Teens Encounter Christ to strive to provide a safe environment that is free from sexual harassment, sexual misconduct and other offensive behavior. Such behaviors are unacceptable and will not be tolerated by TEC. Any volunteer/participant found to have acted in violation of TEC’s policy, shall be subject to appropriate disciplinary action at the discretion of TEC up to and including reporting allegations to appropriate civil authorities, if necessary, in response to allegations of Sexual Misconduct if they occur. Personnel, participant(s) and/or TEC volunteer(s) may also be subject to personal legal liability for engaging in acts of sexual harassment, sexual misconduct and/or other offensive behavior.

1. **SEXUAL HARASSMENT** includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions within an organization, or such conduct has the purpose or of unreasonably interfering with one’s work/volunteer/participant performance or creating an intimidating, hostile or offensive environment. Sexual harassment does not refer to behavior or compliments of a socially acceptable nature. It refers to behavior that to a reasonable person, is unwelcome, that is personally offensive, lowers morale, and consequently interferes with work effectiveness.
2. **SEXUAL MISCONDUCT:** A comprehensive list of specific acts constituting Sexual Misconduct would be impossible. Common sense must be followed. Sexual Misconduct can include any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by or between minors and/or any personnel, participants, or volunteers involved in any TEC event/activity. It also includes any sexual conduct that arises from or during the work of TEC involving any TEC personnel, volunteer and/or participant that is unlawful, morally inappropriate, or otherwise within the definition of **SEXUAL HARASSMENT**.
3. **REPORTING Sexual Harassment, Sexual Misconduct, or Other Offensive Behavior:** There are two distinct types of reports for suspected Sexual Harassment and/or Sexual Misconduct— internal and external.
  - a. **INTERNAL REPORTING** is reporting to TEC personnel. TEC cannot respond to concerns about sexual harassment, sexual misconduct, or other offensive behavior if TEC is not informed that such conduct is taking place. Therefore, if anyone believes that he/she has been a victim of or has witnessed someone else be the victim of sexual harassment, sexual misconduct and/or some other offensive behavior, they need to report the incident immediately to Core Leadership Team, the event leader, or their designated contact(s). All complaints will be investigated at once and kept as confidential as possible, though TEC cannot guarantee absolute confidentiality. Corrective action will be taken consistent with the results of the investigation. TEC will not tolerate any retaliation for making any complaints under this Policy or participating in any investigation. To the extent an internal complaint involves alleged actions of a member of the clergy (priest, deacon, nun), said complaint will be reported by TEC to the appropriate authorities within the Archdiocese of Denver, and the matter will be investigated and handled under the Sexual Misconduct Policy of the Archdiocese.
  - b. **EXTERNAL REPORTING** is reporting to local law enforcement and/or local departments of social services. Any instance of sexual harassment, sexual misconduct, or other offensive behavior may be reported externally as you see fit.

In addition to the foregoing, it is TEC’s intent to comply with all Federal, State and local laws regarding discrimination, harassment, and other offensive behavior, and this policy expresses such intent for your guidance. However, this section and the policy referenced are not intended to and does not create any contractual rights.

## **ANTI-VIOLENCE POLICY**

Effective February 21, 2004

It is the policy of Rocky Mountain Teens Encounter Christ (“TEC”) to maintain an environment free from intimidation, threats or violence. This includes, but is not limited to, intimidating or threatening behaviors, physical or verbal mistreatment, vandalism, sabotage, use of weapons, carrying weapons, or any other act which in TEC’s opinion is inappropriate. The use of TEC’s property, including but not limited to telephones, fax machine or e-mail in threatening or inappropriate ways is also prohibited.

Personnel, volunteers, and/or participants who feel they have been subjected to any of the behaviors listed above should immediately report the incident to the Core Leadership Team, the event leader, or their designated contact(s). Anyone who observes or has knowledge of any violation of this section or the policy referenced herein should follow the same reporting procedure. TEC requests the support and cooperation of all personnel, volunteers, and participants in this effort. Complaints will receive prompt attention and the situation will be investigated by TEC. Based on the results of the investigation, disciplinary action or other actions that TEC in its discretion, feels is appropriate, will be taken. Personnel, volunteers, and/or participants should directly contact proper law enforcement authorities (by dialing 911 or otherwise) if they believe there is an immediate threat to their own health and safety, the health and safety of others, or property.

In attempting to meet its goal, TEC reserves the right to conduct, at any time, without notice, searches and inspections of any TEC-owned property. This may include, but is not limited to, boxes, desks, computer files, cabinets, or file drawers. Upon reasonable suspicion of potential dangerous or otherwise illegal conduct, TEC reserves the right to conduct, at any time, without notice, searches and inspections of any property brought onto the premises of any TEC event. Any personnel, volunteers, and/or participants who refuses to submit to search may be subject to dismissal from TEC events at the sole discretion of TEC.

## DRUG, ALCOHOL, AND TOBACCO POLICY

Effective February 21, 2004

It is the policy of Rocky Mountain Teens Encounter Christ (“TEC”) to fully uphold federal and state laws governing the use, possession, and distribution of drugs, alcohol, tobacco, and any other controlled substance(s). TEC recognizes that the misuse and/or illegal use of such substances may place the user and those around them at risk. TEC reserves the right, at its sole discretion, to ask any leader, personnel, volunteer, or participant who violates these policies to cease and desist and/or to immediately leave the premises. Furthermore, TEC reserves the right to notify legal authorities if the violation is prohibited by law and to notify the parents or legal guardians of any violation committed by their minor child.

***Illegal drugs and controlled substances.*** TEC strictly forbids possession, use, sale, or distribution of any illegal drugs and/or controlled substances on the premise of any TEC event or facility.

***Prescription medication.*** All prescription medication brought to a TEC event or facility must be accompanied by the original container with a pharmacy label identifying the pharmacy, medication, dosage information, prescribing doctor, and the recipient by name. TEC requires that the person bringing prescription medication to an event disclose their possession to the event leader. TEC requires that the participant retain full responsibility for taking the medication in accordance with the doctor’s prescription, but will make reasonable efforts to provide assistance as requested by the participant. Such assistance might include notifying the recipient at a specific time, providing refrigeration of temperature sensitive medication, or administering medication when the recipient is incapacitated, such as during a severe allergic reaction.

***Alcohol.*** TEC prohibits the possession, consumption, or distribution of alcohol at any TEC event where participants under the age of 21 are expected to attend. An exception to this is wine used for sacramental purposes (i.e. for consecration during the Mass). The Core Leadership Team may approve the service of alcohol in moderation at events where there is a reasonable expectation that no participants under the age of 21 will be present. Should a participant under 21 be present at such an event, TEC strictly prohibits the service of alcohol to them. TEC further reserves the right to restrict or stop all service of alcohol if there is reasonable concern that anyone who is a driver has exceeded the legal limit.

***Over the counter medication.*** From time to time, upon request, TEC may provide over-the-counter medication to participants of legal age (18 years old or older) to alleviate common discomforts such as headache or indigestion. However, TEC will not provide such medication to minors (under 18 years old) without written consent from their parents or legal guardians.

***Tobacco.*** Under Colorado state law, minors may not purchase tobacco products in any form, including but not limited to cigarettes, cigars, chewing tobacco, and snuff. TEC strictly prohibits any volunteer or leader from providing tobacco to a minor during a TEC event. TEC likewise prohibits minors from using a tobacco product during a TEC event unless a parent/legal guardian has first provided written permission for their minor child to use tobacco and released TEC from all related liability. TEC likewise requires that all participants in a TEC event comply with the tobacco usage policies of the facility at which the event is held.

In attempting to meet these goals, TEC reserves the right to conduct, at any time, without notice, searches and inspections of any TEC-owned property. This may include, but is not limited to, boxes, desks, computer files, cabinets, or file drawers. Upon reasonable suspicion of potential illegal conduct, TEC reserves the right to conduct, at any time, without notice, searches and inspections of any property brought onto the premises of any TEC event. Any personnel, volunteers, and/or participants who refuses to submit to search may be subject to dismissal from TEC events at the sole discretion of TEC.

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## ACKNOWLEDGMENT AND RELEASE FOR MINORS

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I the undersigned hereby [  do /  do not] acknowledge receipt of the following policies for Rocky Mountain Teens Encounter Christ (“TEC”):

- Sexual Harassment/Sexual Misconduct/Offensive Behavior Policy
- Anti-Violence Policy
- Drug, Alcohol, and Tobacco Policy

I the undersigned hereby [  do /  do not] grant my permission for the below named minor to participate in TEC-sponsored spiritual and/or social events.

### **Release of Liability for Minor’s Use of Tobacco and Non-Prescription Medication**

I the undersigned [  do /  do not] release Rocky Mountain Teens Encounter Christ (TEC), a Colorado non-profit corporation, and its directors, core leadership team, advisory board members, coordinators, officers, and volunteers of all liability should the below named minor chose to smoke during any TEC-sponsored event.

I the undersigned [  do /  do not] release from all liability [and/or] authorize Rocky Mountain TEC and its directors, core leadership team, advisory board members, coordinators, officers, and volunteers to provide over-the-counter medication at the request of the below named minor during any TEC-sponsored event.

### **Medical Release and General Release**

I the undersigned [  do /  do not] authorize Rocky Mountain Teens Encounter Christ (TEC), a Colorado non-profit corporation, to approve any and all emergency medical procedures for the below named minor child deemed necessary by attending medical professionals in the event that TEC is unable to contact the injured party’s designated emergency contacts and/or parents.

Following are details of any medical condition or prescription medication of which TEC should be aware for the below named minor:

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Furthermore, I the undersigned [  do /  do not] release from all liability Rocky Mountain TEC, and its directors, core leadership team or advisory board members, coordinators, officers, or volunteers for any personal injury, property loss or other loss, or injury arising prior to, during, or following a TEC activity or incidental thereto, including but not limited to travel to and from the activity location and any activity related to the TEC activity but not directly sponsored by TEC.

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Print Full Name of Parent / Legal Guardian  
Signing on Behalf of the Minor

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Print Full Name of Minor

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Signature of Parent / Legal Guardian

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Date Signed

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## ACKNOWLEDGMENT AND RELEASE FOR ADULTS

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I the undersigned hereby [  do /  do not] acknowledge receipt of the following policies for Rocky Mountain Teens Encounter Christ (“TEC”):

- Sexual Harassment/Sexual Misconduct/Offensive Behavior Policy
- Anti-Violence Policy
- Drug, Alcohol, and Tobacco Policy

### **Release of Liability for Minor’s Use of Tobacco and Non-Prescription Medication**

I the undersigned [  do /  do not] release from all liability [and/or] authorize Rocky Mountain TEC and its directors, core leadership team, advisory board members, coordinators, officers, and volunteers to provide over-the-counter medication at my request during any TEC-sponsored event.

### **Medical Release and General Release**

I the undersigned, in the event I am incapacitated, [  do /  do not] authorize Rocky Mountain Teens Encounter Christ (TEC), a Colorado non-profit corporation, to approve any and all emergency medical procedures for me deemed necessary by attending medical professionals in the event that TEC is unable to contact my designated emergency contacts.

Following are details of any medical condition or prescription medication of which TEC should be aware for me:

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Furthermore, I the undersigned [  do /  do not] release from all liability Rocky Mountain TEC, and its directors, core leadership team or advisory board members, coordinators, officers, or volunteers for any personal injury, property loss or other loss, or injury arising prior to, during, or following a TEC activity or incidental thereto, including but not limited to travel to and from the activity location and any activity related to the TEC activity but not directly sponsored by TEC.

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Print Full Name

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Signature

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Date Signed