

SEXUAL HARASSMENT POLICY

PURPOSE:

The purpose of this policy is to define conduct that is considered to be sexual harassment, to provide employees and affiliates with a work environment free of sexual harassment and to outline procedures to process any complaints of sexual harassment.

SCOPE:

All Saint Francis Healthcare Partners personnel, students, and others who provide services and items on behalf of SFHCP.

POLICY/PROCEDURE:

We support the purpose and intent of the applicable statutory provisions concerning sexual harassment as an unfair employment practice. Therefore, this policy shall apply to all persons affiliated with Saint Francis Healthcare Partners. In recognition of the dignity of employees and affiliates, we will not tolerate any form of sexual harassment.

Definitions:

Sexual harassment is defined by law as any unwelcome sexual advance or request for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A partial list of conduct which may constitute sexual harassment includes:

- Discussing sexual activities
- Commenting about an individual's body or physical appearance
- Displaying sexually suggestive pictures, cartoons or drawings
- Using unseemly gestures
- Using crude and offensive language, or telling jokes with sexual content
- Unwanted hugs, touches, or kisses
- Commenting on an individual's sexual preference
- Sending inappropriate e-mail or displaying inappropriate images on the computer.

Although it depends upon the circumstances, sexual harassment generally involves behavior that is uninvited, unwelcome and repeated. Sexual harassment may occur regardless of the intention of the person exhibiting the behavior.

We cannot and will not condone any sexual harassment of employees or affiliates. All personnel, including managerial and supervisory staff, will be subject to disciplinary action, up to and including discharge, for any proven act of sexual harassment. Furthermore, managers and supervisors share responsibility for the implementation of this policy, and are responsible for maintaining a work environment free of sexual harassment.

The following procedures should be used to process any complaint of sexual harassment:

- An individual who believes he/she has experienced sexual harassment or has witnessed sexual harassment by an employee, contractor, visitor or any other person in connection with his/her employment or training, should report the matter immediately to his/her supervisor/manager, and/ to their Saint Francis Healthcare Partners Human Resources Manager. Reference to the complaint will not be placed in the employee's personnel file.
- Supervisors and managers who receive a sexual harassment complaint should immediately report the incident to their Saint Francis Healthcare Partners Human Resources Manager who will promptly investigate the incident. Investigations are conducted in as discreet a manner that is compatible with a thorough investigation of the complaint.
- Once a thorough investigation is completed, and should the complaint be validated, disciplinary action up to and including discharge of the individual responsible for the harassment will be initiate

Retaliation against an employee or affiliate who reports or objects to sexual harassment, or assists in a sexual harassment investigation, is prohibited. Such retaliation will be subject to disciplinary action.