

<h1 style="margin: 0;">Baptist Health Care</h1> <p style="margin: 10px 0;">Affiliates: <u>Baptist Health Care</u></p> <p style="margin: 10px 0;">POLICIES/PROCEDURES</p>	Policy No. HR 5021
	Date Effective: 02/10
	Next Review Date: 02/11
	New Reviewed Revised x
	Page 1 of 3
	Approved By: VP Human Resources
	Approved By:
Title: No Harassment/Disruptive Behavior Policy	
Department/Distribution: Human Resources	

KEY FUNCTION: Management of Human Resources

STATEMENT OF PURPOSE: To establish a formal procedure for reporting any form of harassment and disruptive behavior on the work site by another employee or any other individual.

DEFINITIONS:

POLICY: It is the policy of Baptist Health Care (BHC) that an employee should be able to enjoy a work environment free from all forms of harassment. BHC, therefore, prohibits any and all forms of harassment, including those based on sex, age, race, color, national origin, religion, disability, marital status, or veteran status by co-workers, supervisors, physicians, vendors, contractors, temporary employees, and volunteers. Harassment may consist of offensive comments, jokes innuendos, or other verbal, graphic, or physical conduct relating to an individual's sex, age, race, color, national origin, religion, disability, marital status, or veteran status.

Baptist Health Care (BHC) prohibits and will not permit sexual discrimination in any form, including sexual harassment by supervisors, co-workers, physicians, vendors and volunteers. No employee, either male or female, will be subjected to unsolicited and unwelcome sexual overtures or conduct. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or
2. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee, or
3. Conduct that has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Baptist Health Care considers all allegations of any type of harassment very seriously. Harassment or disruptive behavior may include verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct. All forms of harassment are serious offenses and any employee who is found to be in violation of this policy will be disciplined up to and including immediate termination of employment based on facts of the investigation. Every supervisor has a duty and obligation to promptly respond to any complaint, or observation of any form of harassment or disruptive behavior and promptly report such an incident to the Human Resources Department for investigation and appropriate action.

The Human Resources Department is responsible for the implementation and monitoring of this policy. Any employee who believes that he/she is being harassed should report the complaint immediately to their management or supervisor, the Human Resources Department, or the appropriate facility administrator. A prompt, impartial, and thorough investigation will be made of the complaint and when appropriate, disciplinary

action will be taken. An employee acting in good faith will not be penalized in anyway for reporting such conduct concerning himself/herself or another person. Human Resources will report the findings to the appropriate Corporate Officer and Administrator. All information gathered will be treated as confidential and disclosed only on a need-to-know basis.

If an employee believes he/she is being harassed by an individual who is not employed by Baptist Health Care including but not limited to vendors, contractors, physicians, volunteers, or temporary employees, the employee should report their concerns to their immediate supervisor, department manager, Human Resources, or the appropriate facility administrator. Proper management will investigate and take appropriate action. Results of the investigation should be reported to Human Resources, who is always available for consultation and assistance.

The employee should not assume that Management or Supervisors are aware of the problem. **It is the employee's responsibility to bring any complaints and concerns to Management's attention in order to facilitate a prompt and appropriate resolution. In addition, employees are encouraged to tell the person engaging in inappropriate conduct to stop such behavior.**

It is the responsibility of each executive, manager, supervisor, and employee to maintain a harassment-free workplace and to report any incidents of questions to appropriate Management for any determined action.

Comment:

All employees are encouraged to act responsibly to maintain a pleasant working environment free of harassment. Any employee who has questions regarding the "No Harassment Policy" is encouraged to contact the Human Resources Department.

PROCEDURE:

Responsibilities:

1. **Human Resources** monitors policy, educates employees and leaders about harassment and disruptive behavior and the penalties for condoning or participating in any type of harassment.
2. **The employee** will contact Management, supervisors, Human Resources, or the appropriate facility administrator to file a complaint of harassment or disruptive behavior. The contact telephone numbers are listed below for each facility.
3. **The Supervisor/Manager** will listen to the employee regarding a complaint and will report the complaint promptly to the department head and Human Resources. The supervisor/manager will report any observation of harassment or disruptive behavior promptly to the department head and Human Resources.
4. **The Human Resources/Facility Administrator** investigates the complaint and ensures prompt, appropriate action is taken for a resolution.

RECISION: Policy #G-76, Ref. 44.36, No Harassment Policy, issued January 2002, is hereby rescinded.

