

# Madison Parish Hospital

## Employee Handbook

HARASSMENT
<b>Effective Date: January 1, 2010</b>
<b>Revision Date:</b>

It is the policy of Madison Parish Hospital that all employees shall have the right to work in an environment free from any form of unlawful discrimination. The Federal Law that covers sexual harassment /discrimination would violate Title VII of the Civil Rights Act of 1964 and The Equal Employment Opportunity Commission (EEOC). Therefore, it is the position of Madison Parish Hospital that sexual harassment will not be tolerated. It is a violation for any supervisor or employee, male or female, to engage in sexual harassment/discrimination. Such conduct will result in disciplinary action up to termination. **Types of Sexual Harassment/Discrimination in the Workplace:**

**Quid Pro Quo- Unwelcomed** sexual advances, requests for sexual favors, verbal or physical conduct of sexual nature; submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

**Hostile Environment -Unwelcomed** sexual advances, requests for sexual favors; verbal or other conduct of a physical nature occurs when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

### Examples of Harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisal after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters; graphic verbal commentary, suggestive or obscene letters, notes, or invitations
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Physical conduct: touching, assault or impeding or blocking movement
- Retaliation for reporting harassment or threatening to report harassment

If you feel that you have been offended, tell the person that this conduct is "unwelcome and unacceptable". If you are uncomfortable confronting the offender, the employee must immediately report such conduct to your supervisor, compliance officer, Human Resources, or Administration. Madison Parish Hospital prohibits retaliation against any employee who complains of harassment or who participates in any investigation. All aspects of the complaint handling procedure will be handled discreetly, but it may be necessary to include others on a need-to-know basis. All complaints will be investigated by the Compliance Officer. Appropriate corrective action to correct the effects of the harassment will be taken, up to and including termination