



**Samaritan Health Services, Inc.
Corporate Policy and Procedure
Human Resources**

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Title: Harassment

Date: 10/12/09

SIGNATURE: Sheryl Helms

DATE SIGNED: October 12, 2009

PURPOSE: See Policy

APPLICATION / SCOPE: All employees of Samaritan Health Services (SHS) and affiliated organizations.

DEFINITIONS:

1. Harassment

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace. This prohibition against harassment also applies to off-duty, off premises conduct if that conduct has an adverse effect on the employee's work environment.

2. Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

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

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of company communications



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include e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

Harassment will not be tolerated in our workplace. It is against the policies of Samaritan Health Services for any employee to harass another employee. This prohibition against harassment also applies to off-duty, off-premises conduct if that conduct has an adverse effect on the employee's work environment. This includes acts between supervisors and employees, and it also includes acts between one employee and another.

POLICY:

It is the policy of Samaritan Health Services that all employees be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age, disability or retaliation (Examples of retaliation are adverse actions taken against someone for reporting discrimination or participating in an investigation of discrimination).

RESPONSIBILITIES: See Procedure

PROCEDURE:

If you believe that you have been harassed, report the harassment immediately. The report should be either (1) to your supervisor, or (2) to the Human Resources Department or Compliance Department, or (3) to a regulatory agency such as the Bureau of Labor and Industries (BOLI). You may report harassment to the Human Resources Department, Compliance Department, or a regulatory agency without first contacting your supervisor. Samaritan Health Services will take no action against an employee who in good faith reports harassment to the company or who participates in an investigation. Such retaliation will not be tolerated in our workplace.

Reports of harassment or retaliation will be investigated fairly. Samaritan Health Services will attempt to maintain confidentiality, consistent with the need to conduct an adequate investigation and to take prompt corrective action in response to any harassment or retaliation. Any supervisor or other employee found in violation of this policy will be subject to discipline up to and including discharge. While every effort will be made to investigate and resolve sexual harassment complaints lodged in good faith by employees, management prohibits claims that an employee knows are false, or made with the intent to take revenge against or otherwise harm another employee. Employees who make such accusations, knowing they are not justified by the facts, are subject to corrective action up to and including termination.

REFERENCES: None

COLLABORATED WITH: None

FOLLOW-UP RESPONSIBILITIES: Human Resources



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ATTACHMENTS: None

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