

SAMARITAN HEALTH SERVICES
Human Resources Policies and Procedures

HARASSMENT

APPROVED SHERYL HELMS

DATE JUNE 8, 2004

POLICY

Samaritan Health Services is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Hospital maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

PROCEDURE

1. Whenever possible, if an employee feels that he/she is being harassed they should confront the person doing the harassing. The employee should identify the behaviors which are offensive and ask the individual doing the harassing to stop; or
2. Register a complaint with the Human Resources Department. Employees may also speak with their manager, Compliance/Security Manager or the Executive Vice President/Operations.
3. All harassment complaints will be investigated by the Human Resources or Security Department in a prompt and timely manner. Corrective action, up to and including termination, will be taken where allegations are verified. Investigations of harassment will remain confidential. Retaliation or reprisals against someone complaining about sexual harassment are prohibited by policy and Section 704(A) of Title VII of the Civil Rights Act of 1964.
4. Managers or employees who are aware of harassment occurring should report the incident immediately to the Human Resources Department.

EFFECTIVE: 8/94

Submitted by: Human Resources

REVIEWED: 3/97, 10/98, 1/00, 06/04

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