

## **Neighborcare Health Anti-Harassment Policy**

### **POLICY STATEMENT:**

Neighborcare Health is committed to providing a workplace, which is free of verbal, physical and visual forms of harassment, so that everyone can work in a productive, respectful, inclusive and professional environment.

Harassment based on sex, race, national origin, religion, age, disability, sexual orientation or any other basis protected by local, state or federal law is strictly prohibited. Individuals who violate this policy are subject to discipline, up to and including possible termination of their relationship with Neighborcare. This applies to all individuals who have a relationship with Neighborcare including, but not limited to: staff members, patients, contractors, vendors, volunteers, students, interns and externs.

### **Definition and Examples of Harassment**

Examples of harassment based on race, national origin, religion, age or disability can include, but are not limited to:

- Cartoons or other visual displays of objects, pictures or posters that depict such protected groups in a derogatory way; and
- Verbal conduct, including making or using derogatory comments, epithets, slurs, jokes, and teasing toward such groups.

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a relationship with Neighborcare;
- Submission to or rejection of such conduct affects opportunities at Neighborcare; or
- The conduct interferes with an individual's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes harassment based on another person's gender, sexual orientation, pregnancy, childbirth, or related medical conditions. It may also include harassment of another individual of the same gender or sexual orientation as the harasser. Examples of sexual harassment include, but are not limited to, the following types of behaviors:

- Unwelcome sexual advances, like requests for dates or propositions for sexual favors;
- Excessive attention in the form of love letters, telephone calls or gifts;
- Offering or conditioning a benefit from Neighborcare, like a raise, a promotion or a special job assignment, in exchange for sexual favors;
- Making or threatening reprisals, or changing performance expectations after an individual has turned down a sexual advance;

- Visual conduct, like leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, calendars or posters;
- Verbal conduct, like making or using derogatory comments, epithets, slurs, jokes and teasing of a sexual nature;
- Other conduct of a sexual nature, like graphic verbal commentaries about an individual's sex life or body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, emails, or invitations; and
- Unwelcome physical contact, including pats, hugs, brushes, shoulder rubs, pinches, other touching, assault, or impeding or blocking movements.

Each individual is responsible for supporting and adhering to this policy. You are never required to tolerate inappropriate behavior. You may make your feelings known to the offending individual. But if you are not comfortable doing this or you do so and the conduct does not stop, then you must promptly report any offending behavior to your supervisor or manager, a Human Resources staff member or the Executive Director, whether such behavior is directed towards you personally or to other individuals of Neighborcare.

Any supervisor or manager who observes inappropriate behavior should immediately notify the Director of Human Resources.

Complaints of discrimination or harassment will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that allegations of discrimination or harassment are shared with those who have a need to know so that Neighborcare can conduct an effective investigation.

Neighborcare will promptly and thoroughly investigate all claims of harassment. If it is concluded that discrimination or harassment occurred, prompt and effective remedial action will be taken. This may include discipline of the harasser, up to and including termination of employment, and other actions to remedy the effects of discrimination or harassment and prevent further problems. It may also include reports to Neighborcare's Quality Improvement Committees, state licensing agencies or the National Practitioner Data Bank in cases involving allegations of harassment by licensed healthcare professionals.

### **Retaliation Will Not Be Tolerated**

No action will be taken against any individual who, in good faith, files a complaint of discrimination or harassment or assists in the investigation of such a complaint. Individuals who believe they have been retaliated against are urged to promptly notify a Human Resources staff member or the Executive Director so their concerns can be investigated. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

## **ANTI - HARASSMENT POLICY COMPLIANCE AGREEMENT**

I hereby acknowledge, by my signature below, that I have read and understand the Neighborcare Health Anti-Harassment Policy. I understand that it is a requirement of my employment to comply with this Anti-Harassment Policy; to conduct myself in a professional manner; treat my fellow staff members with dignity and report any harassing behavior I may witness to a Manager or Human Resource representative.

Signature of Employee: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_