

## **SEXUAL HARASSMENT**

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Approved by:

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**Mark J. Peters, M.D., President and CEO**

### **I. POLICY:**

East Jefferson General Hospital will maintain a working environment free of sexual harassment of any type.

### **II. TEAM MEMBERS affected.**

All team members, physicians, contract employees vendors and volunteers

### **III. GENERAL:**

#### **A. Sexual harassment is defined as:**

1. Unwelcome or unwanted sexual advances considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
3. Verbal abuse, joking or "kidding" that is sexually oriented and considered unacceptable and offensive to another individual.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attentions to someone that reduces their work productivity or time available to work at assigned tasks.
5. Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contact or attention, or non-verbal behavior such as excessive staring or stalking,

B. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between individuals that are **acceptable** to both parties are not considered to be sexual harassment.

C. Sexual activity or behavior on campus is prohibited

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### IV. LEADERSHIP RESPONSIBILITY:

- A. Leaders are expected to be alert to the possible presence of sexual harassment in the work place, to take appropriate measures to prevent incidents from occurring, and to initiate remedial action immediately in the event incidents actually occur.
- B. Given the nature of this type of alleged behavior, Leaders must recognize that false accusations can have serious effects on innocent men and women. Accordingly, each perceived or alleged problem should be treated in a serious and professional manner.

### V. APPLICATION:

- A. Any team member who feels that he or she has been subjected to any kind of sexual harassment should immediately report the alleged incident to his or her supervisor or the Human Resources Director.
- B. The team member complaint should be immediately investigated by the appropriate Leader or the Human Resources Director so that a swift and just resolution to the problem can be achieved.
- C. If disciplinary action is deemed necessary, the degree and severity will be determined by the Human Resources Director according to the nature of the incident or behavior.
- D. Complaints involving members of the Medical Staff (both employed and non-employed physicians) will be referred to the Medical Director and will be handled consistent with Medical Staff by-laws.