

	ENTITY/HOSPITAL	NUMBER SYS-HR-213
	INTEGRIS Health	
	MANUAL	EFFECTIVE DATE 1/92
	System HR Policy	
	SUBJECT	REVISED 7/00, 6/05, 10/08, 9/09; 3/14
	Harassment	

1.0 PURPOSE

- 1.1 To prohibit harassment of employees by supervisors, other employees, or any third party because of race, color, ethnicity, religion, sex, national origin, marital status, age, sexual orientation, transgender status, gender identity, status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran, disability, genetic information or membership in any other protected class as defined by applicable state or federal law.
- 1.2 To maintain a professional environment for all employees to work, free from threats and acts of harassment.
- 1.3 To assure quality and to promote team effectiveness and a culture of safety for patients, visitors and employees by having zero tolerance for disruptive behaviors.

2.0 POLICY

INTEGRIS Health, Inc. (“INTEGRIS”) considers unacceptable and will not tolerate harassing behaviors. This includes harassment of or by employees, applicants for employment, patients, visitors, professional appointees, or other individuals who are not employees but who conduct business with or at INTEGRIS.

3.0 DEFINITIONS

- 3.1 Personal Relationships, as used in this Policy, includes marriage, dating, engagement, or co-habitation.
- 3.2 Professional Appointee refers to members of an INTEGRIS facility Medical and Dental Staff and Allied Health Professional Staff, whether or not employed by INTEGRIS.
- 3.3 Harassment includes but is not limited to any physical, verbal, or non-verbal conduct that creates an intimidating, offensive, or hostile environment and that interferes with work performance.
 - 3.3.1 Harassment occurs when (i) employment is, or seems to be, conditioned upon submission to the unwelcome conduct; (ii) how an employee responds to the unwelcome conduct is used as a basis for employment decisions; or (iii) the conduct interferes with work performance by creating an intimidating, hostile, or offensive work environment.
 - 3.3.2 Harassment does not refer to conduct or occasional comments of a socially acceptable nature. It refers to unwelcome behavior that is both objectively and personally offensive, lowers morale, and interferes with work effectiveness.
 - 3.3.3 The following are some examples of conduct that may be considered harassment or other inappropriate workplace behavior. This list is provided as a sample of inappropriate workplace conduct but is by no means all-inclusive:

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- a. Verbal conduct such as racial epithets, derogatory jokes or comments, sexual innuendoes, inappropriate language, threats, suggestive or insulting sounds, slurs or unwanted sexual advances, invitations or comments; reluctance or refusal to answer work-related questions, phone calls, or pages; condescending language or voice intonation; bullying; intimidation; or any other disruptive verbal conduct.
- b. Non-verbal conduct such as derogatory, inappropriate, and/or racially/sexually-oriented cartoons, clothing, drawings, posters, photographs or gestures.
- c. Transmitting sexually suggestive, discriminatory, derogatory, or offensive materials via an electronic device while at work or not at work; or accessing such information on the Internet while at work.
- d. Physical conduct such as assault, unwanted physical contact, coerced sexual conduct, touching, patting or pinching or other behavior that interferes with work performance.
- e. Threats and demands to submit to sexual requests as a condition of (a) continued employment, (b) receipt of products or services, (c) employment considerations or benefits, or (d) preferential treatment.
- f. Retaliation for having reported or threatened to report harassment.

3.3.4 Harassing behavior is unacceptable in the workplace and in any other setting related to an employee’s work at INTEGRIS.

4.0 PROCEDURE FOR COMPLAINTS

- 4.1 Any person who believes that he or she is now or has been the victim of harassment by any individual in connection with the work environment at INTEGRIS should immediately report the matter. This includes conduct, as described above, by any supervisor, management official, employee, professional appointee, patient, or other individual in or in connection with work or service performed at INTEGRIS.
- 4.2 Any incident of harassing behavior or conduct should be reported to the appropriate supervisor, any supervisor, Human Resources, Legal Services, Corporate Compliance, Security, Integrity Line, or any member of the INTEGRIS executive team.
- 4.3 A person who believes he or she is a victim of harassment may write to, call, or email one of the above individuals on a private basis to report such conduct. It is not necessary to report this complaint to the person against whom the allegation of harassment is made. If a person is not satisfied after bringing the matter to the attention of one of the above individuals, the matter should be reported to the Vice President of INTEGRIS Human Resources, the Managing Director of Corporate Services, or the President of INTEGRIS.

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5.0 PROCEDURES FOR INVESTIGATION OF COMPLAINTS OF HARASSMENT

- 5.1 Any person who receives a complaint of harassment against an INTEGRIS employee shall report it immediately to the Employee Relations Consultant, Administrative Director of Human Resources, or the Vice President of Human Resources, who will be responsible for initiating an investigation into the matter. To the extent a person receives a complaint of harassment against the Administrative Director or the Vice President of Human Resources, the person receiving the complaint should report it immediately to a Managing Director
- 5.2 Complaints against professional appointees who are employees of INTEGRIS shall be investigated pursuant to this Policy before being addressed pursuant to, Complaint and Conflict Resolution Policy. Complaints against non-employed Professional Appointees shall be dually investigated by the appropriate Human Resources representative and pursuant to the Professional Staff Policy and Procedure for Complaint and Conflict Resolution. Complaints against patients or other individuals shall be investigated by the appropriate Human Resources representative in consultation with the President of the INTEGRIS facility.
- 5.3 INTEGRIS will promptly investigate all allegations of harassment as confidentially as possible under the particular circumstances. Any person who believes he or she is a victim of harassment will be asked to document the specific conduct and witnesses, if any.
- 5.4 INTEGRIS has a duty to discuss, and will discuss the allegations with the person against whom a report of harassment is being made as soon as possible after a complaint is made.

6.0 FALSE CLAIMS

Any employee or Professional Appointee, who willfully makes a knowingly false and malicious claim of harassment, as evidenced by a thorough investigation of such claim, will be subject to consequences as set forth in section 9.0.

7.0 RETALIATION PROHIBITED

Retaliation against a complainant or witness for having reported or threatened to report harassment is strictly prohibited and will be subject to the consequences as set forth in section 9.0.

8.0 PROHIBITED PERSONAL RELATIONSHIPS

INTEGRIS does not encourage or discourage consensual personal relationships between employees, including employed and non-employed professional appointees. However, to avoid the perception of preferential treatment or inappropriate favoritism in the workplace, INTEGRIS prohibits supervisors of any level from engaging in a personal relationship with a subordinate employee within the supervisor’s chain of authority or responsibility. Anyone engaging in a personal relationship in violation of this Policy will be subject to the consequences set forth in section 9.0.

9.0 CONSEQUENCES FOR VIOLATION OF THIS POLICY

- 9.1 After a thorough investigation, INTEGRIS will take prompt and appropriate action, which may

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include disciplinary measures. Any employee who is determined to have engaged in conduct which constitutes a violation of this policy, or to have knowingly and willfully made a false and malicious claim of harassment, or to have retaliated against a complainant or witness, will be subject to corrective action, up to and including termination of employment.

- 9.2 Any professional appointee, whether employed or not employed by INTEGRIS, who is determined, after a thorough investigation, to have engaged in conduct which constitutes a violation of this policy, or to have knowingly and willfully made a false and malicious claim of harassment, or to have unlawfully retaliated against a complainant or witness, will be subject to actions, up to and including revocation of staff membership and clinical privileges in accordance with the provisions of the INTEGRIS facility Bylaws, Policies and Procedures, and the Bylaws, Rules and Regulations of the appropriate Medical and Dental Staff, as applicable.
- 9.3 Any INTEGRIS employee, who fails to report an allegation of harassment, will be subject to corrective action, up to and including termination of employment.

10.0 SCOPE

This policy applies to all organizations and personnel within INTEGRIS Health, Inc.