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Resource Mary Roxer: Vice President Total Rewards and HR Operations
Policy Area Human Resources
Applicability Valley Health System - System Wide

Harassment, HR 513

PURPOSE

The purpose of this policy is to provide an environment free from all forms of physical or verbal harassment and/or intimidation.

POLICY

This policy strictly prohibits harassment in the workplace and provides a procedure for employees to report harassment and also provides guidelines for investigating and resolving harassment claims. This policy applies to all Valley Health System (VHS) employees at all VHS facilities and entities. VHS complies with applicable federal and state civil rights laws and does not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation or gender identity and/or expression, marital or veteran status, genetic information, pregnancy, childbirth and related medical conditions including lactation, citizenship, or any other characteristic or status protected by federal, state, or local law.

DEFINITIONS

Sexual Harassment - is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when: (1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other Forms of Harassment – Any physical and/or verbal conduct which is based on race, color, religion, national origin, age, disability, sex, sexual orientation or gender identity and/or expression, marital or veteran status, genetic information, pregnancy, childbirth and related medical conditions including lactation, citizenship, or any characteristic or status protected by federal, state, or local law, and which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment is also prohibited.

RESPONSIBILITIES

I. Management Responsibilities

- A. Each facility's President, or equivalent position, in consultation with the Vice President of Human Resources, or designee, is responsible for ensuring that employees are informed of their responsibilities under this policy. Employees will be periodically reminded that harassment is unacceptable, and will be, 1) encouraged to report any and all suspected problems; 2) made aware of persons to whom such reports may be made; and 3) reminded that employees will not be subject to retaliation for making reports of suspected problems. VHS management is responsible for taking corrective action to prevent harassment in the workplace.

II. Employee Responsibilities

- A. All VHS employees are expected to act professionally and refrain from making comments, gestures, or acting in any manner, which may be construed as harassment.
- B. Employees are responsible to read and be familiar with this policy, and attend available training. Any occurrence of harassment that is made known to any employee of VHS whether it occurs to that employee or to another person at VHS must be reported immediately. A report of suspected harassment may be made to any of the following persons:
 - 1. the reporting employee's immediate supervisor/manager;
 - 2. the reporting employee's department manager/director;
 - 3. any member of the facility's Human Resources Department;
 - 4. or any member of VHS management.

III. Human Resources Responsibilities

- A. The Vice President of Human Resources, or designee, is responsible for conducting a prompt and thorough investigation of harassment complaints.

IV. Investigation and Subsequent Actions

- A. After notification of the employee's complaint, the VP of Human Resources, or designee, will conduct an investigation to determine whether there is a reasonable belief that: 1) harassment did occur; 2) harassment did not occur; and/or 3) a false allegation of harassment was maliciously made.
- B. Appropriate disciplinary action will be taken based on the results of the investigation. A written summary of the investigation will be prepared by the facility's

VP of Human Resources, or designee, and filed in a separate Employee Relations file.

V. Confidentiality

- A. All investigations surrounding incidents of harassment will be conducted confidentially to the extent reasonably possible. Only those individuals with a need to know will have access to confidential communications resulting from the receipt of an investigation of a complaint. Individuals within VHS who have a legitimate business reason may be made aware of the investigation and/or disciplinary action taken. While VHS strives to protect confidentially, VHS may be obligated by law or business purpose to release information.

VI. Retaliation Prohibited

- A. Any form of retaliatory action against an employee who makes a good faith charge of harassment is prohibited.

VII. Medical Staff

- A. Allegations of harassment that are made against medical staff members will be referred to the facility's Vice President of Medical Affairs (VPMA). If the facility does not have a VPMA, then such allegations will be referred to the facility's Administrator/President. The facility's VPMA, in consultation with the Administrator/President, Medical Staff President or equivalent position, and the Human Resources Director will address and appropriately resolve the complaint in compliance with the terms of this policy and Medical Staff bylaws.

EXCEPTIONS

Exceptions to this policy are subject to review and administrative approval by the Vice President of Human Resources, or designee.

All Revision Dates

07/2020, 03/2016, 01/2016, 10/2009, 04/1999, 12/1998

Approval Signatures

Step Description	Approver	Date
	Elizabeth Savage: CHIEF HUMAN RESOURCES OFFICER	07/2023
	Mary Roxer: Vice President Total Rewards and HR Operations	06/2023