

	POLICY NUMBER: 115
	ORIGINAL DATE: 01/01/1994 REVIEWED DATE: 06/30/2015
SUBJECT: ANTI-HARASSMENT /NONDISCRIMINATION/NON-RETALIATIONNON- DISCRIMINATION/NON- RETALIATION (Replaces Sexual Harassment)	CONCURRENCES: Director of Risk/Management and Compliance Officer
INITIATOR: CYNTHIA GANUNG (DIRECTOR, HUMAN RESOURCES) APPROVED: JUAN SANCHEZ (DIRECTOR, HUMAN RESOURCES)	PAGE: 1 OF: 3

Purpose:

To ensure that all WPH employees can work in an environment free from unlawful harassment, discrimination, and retaliation and to provide procedures for the investigation of harassment, discrimination and/or retaliation claims. All employees, including supervisors and managers, will be subject to discipline, up to and including termination, for any act of discrimination and/ or harassment they commit.

Policy:

White Plains Hospital is committed to providing a workplace in which employees are treated with respect and dignity and one which is free of discrimination and harassment. WPH works to ensure equal opportunity employment without harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law. WPH prohibits harassment, discrimination, or retaliation of any kind whether committed by or against managers, co-workers, customers, or visitors.

Definitions:

Sexual harassment is a form of sex discrimination. It is illegal under the state and federal law and is direct violation of White Plains Hospital Policy. Sexual harassment is unwelcome sexual attention of a persistent or offensive nature made by a person who knows or reasonable should know that such attention is unwanted. Sexual harassment encompasses a wide range of conduct and can be physical or psychological in nature.

Some examples of prohibited conduct include:

- Intentional physical conduct which is physical in nature such as touching, pinching, grabbing, brushing against another employee's body
- Unwelcome sexual advances, propositions, or other comments such as sexually-oriented gestures, jokes, or comments about a person's sexuality
- Preferential treatment or promises of preferential treatment for submitting to sexual conduct in exchange for compensation or reward.

Harassment is verbal, written, or physical conduct showing hostility or aversion toward an individual based on his/her race, color, religion, sex, sexual orientation, gender identity or expression, nationality, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law with the intent to create and intimidating or hostile work environment.

Some examples of prohibited conduct include:

- Negative slurs, jokes, or stereotyping
- Threatening, intimidating, or hostile behaviors
- Written material displayed in the workplace or by using WPH equipment (i.e., mail, phone, voicemail, text messages, and social networking sites) which demonstrate hostility or aversion toward an individual or group

Reporting/Complaint Procedure:

WPH encourages reporting of all perceived incidents of harassment, discrimination, or retaliation regardless of the offender's position. Individuals who believe they have been subject to such behavior(s) are encouraged to immediately advise the offender that his or her comments or behavior are unwelcome and ask that it be discontinued. If the employee is not comfortable addressing the offender or is not satisfied with the outcome he/she should promptly bring it to the attention of his/her Immediate Supervisor.

Individuals or witnesses to such behavior(s) or conduct stated in this policy should promptly discuss/report such concerns first with their Immediate Supervisor. If the behavior involves the employee's Immediate Supervisor or for some reason feels it warrants, he/she should bring it to the attention of his/her Division Administrator, or Director or Vice President of Human Resources so that a timely investigation may be conducted with involved parties and/or witnesses.

Confidentiality will be maintained throughout the investigatory process to the extent by which a proper investigation and corrective action may take place.

Retaliation against an individual for reporting such conduct/ behavior(s) or participating in the investigation surrounding claims of harassment and/or discrimination will be subject to disciplinary action up to and including termination.

Behavior(s) which constitute harassment, discrimination, or retaliation are in direct violation of WPH Behavioral Standards (refer to Policy Behavioral Standards/Code of Conduct and Violence in the Workplace) and are subject to disciplinary action up to and including termination.

Any individual who brings forth a complaint regarding harassment, discrimination, or retaliation and is not satisfied with the resolution or outcome may appeal to the President & CEO (refer to Grievance Procedure policy).