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|  | **HARASSMENT** | | |
| **DEPARTMENT: HUMAN RESOURCES** | | |
| APPROVED BY: HR DIRECTOR | | REFERENCE # 105.1 | PAGE: 1 of 1 |
| EFFECTIVE: 10/27/04, 7/16/18 | | REVISED: 7/16/18 | |

**HARASSMENT**

**Definition**

Harassment is considered a form of discrimination and is defined as any conduct directed toward another because of that person’s sex, race, age, national origin, color, disability, sexual orientation, religion, ancestry, or veteran status, or any other unlawful basis that is inappropriate or offensive as determined by using a “reasonable person” standard. The “reasonable person” standard considers whether a reasonable person would find the behavior or conduct in question offensive.

##### Prohibited Conduct

Local City Hospital, Inc. will not tolerate any form of harassment, including any behavior on the part of employees, clients, families, vendors, etc., that impairs an employee’s ability to perform his/her duties. Examples of harassment include, but are not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments made in person, via the telephone, by electronic means, or in writing.
2. Visual conduct such as derogatory posters, notices, photographs, cartoons, drawings, or gestures, leering, making sexual gestures, and displaying sexually suggestive objects or pictures also constitute harassment.
3. Physical conduct such as unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
4. Threats, either overt or veiled, demands to submit to sexual requests in order to keep a job or avoid some job-related loss, and offers of job benefits in return for sexual favors.
5. Retaliation for opposing, reporting, or threatening to report harassment, assisting another employee in filing an harassment complaint, or for participating in a harassment investigation, proceeding, or hearing.