



HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Name: SEXUAL HARASSMENT

Policy Purpose: To provide employees of Main Line Health with a work environment free from any type of sexual harassment.

Policy Statement:

- A. Sexually harassing conduct in the workplace will not be condoned. Such conduct includes but is not limited to:
1. flirtations, touching, advances or propositions of a sexual nature;
 2. verbal abuse of a sexual nature;
 3. graphic or sexually suggestive verbal or written comments about an individual's dress or body;
 4. sexually degrading words to describe an individual; and
 5. the display in the workplace of sexually suggestive objects, materials, or pictures, including nude or sexually oriented photographs or magazines.
- B. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature of managerial and/or non-managerial employees constitute sexual harassment when:
1. submission to such conduct is made either explicitly or implicitly 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 for decision regarding employment, performance evaluations, salary or wages, advancement or career development, assigned duties or any other condition of employment; and/or when
 3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Procedure:

- A. Any employee who believes that the actions or words of a manager, fellow employee or non-employee constitute sexual harassment has a responsibility to report the matter immediately to his/her manager or Human Resources Management.
- B. Human Resources Management will investigate complaints promptly, thoroughly and in as confidential a manner as possible. In all cases, the individual who filed the complaint will be advised of Human Resources Management's findings and conclusion.
- C. Any employee who is found after investigation to have engaged in sexual harassment of another employee will be subject to disciplinary action, up to and including termination.
- D. Appropriate action will be taken against non-employees found to have engaged in sexual harassment up to and including termination of their relationship with Main Line Health.
- E. Main Line Health will not tolerate any acts of retaliation against an employee who reports sexual harassment or assists in the investigation of a sexual harassment complaint.

Performed by:

- A. It is the responsibility of all employees to be aware of Main Line Health's position on conduct that may be construed to be sexual harassment and to refrain from such conduct.
- B. All managers are directly responsible for maintaining and communicating this policy within their respective area of responsibility. It is also each manager's responsibility to take those actions necessary to prevent the occurrence of sexual harassment in his or her area of responsibility.
- C. Human Resources Management will be responsible for the investigation and resolution of all harassment charges.
- D. It is the responsibility of management to communicate Main Line Health's policy on sexual harassment to others associated with the organization, including physicians, volunteers and independent contractors.

Origination Date: March 24, 1994

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Last Review Date: June, 2012; May, 2010; July, 2009; September 2008; January 2001