

Title: Harassment		Policy Number: C-8370-204
Originating Department: Human Resources	Affected Department: All FirstHealth Entities	
Vice President Approval:	Original Date: 03-1993 Revised Date: 08-2008 Review Date:	Chief Executive Officer Approval:

POLICY:

FirstHealth of the Carolinas prohibits harassment of its employees in any form by supervisors, co-workers, patients, medical staff members or visitors.

I. PURPOSE:

To protect the employees' right to work in an environment free from harassment, whether that harassment is based on race, color, religion, sex, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable law.

II. SEXUAL HARASSMENT:

Sexual harassment will not be tolerated. Sexual harassment is broadly defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct where:

- A. Submission to the conduct is explicitly or implicitly a term or condition of an individual's employment.
- B. Submission to or rejection of this conduct is a basis for employment decisions.
- C. This conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

III. OTHER HARASSMENT:

Other harassment in the workplace, whether physical or verbal, is also prohibited. This includes but is not limited to unwelcome comments or jokes concerning sex, age, race, creed, national origin, religion, or disability.

IV. RESPONSIBILITY:

- A. Supervisor - Each Supervisor has an affirmative duty to maintain his/her workplace free of harassment. This duty includes assuring employees that they are not required to endure insulting, degrading or exploitative treatment, and reporting any complaints of harassment to the Vice President for Human Resources for prompt investigation.

- B. Employee - Any employee, without fear of reprisal, who believes that he or she has been the subject of harassment should report the alleged act immediately to his or her Supervisor, Director or the Vice President of Human Resources. Employees are encouraged to report any harassing conduct before it becomes severe or pervasive to allow FirstHealth to investigate and stop any such conduct as soon as possible.

- C. Vice President, Human Resources - All complaints of harassment will be referred to the Vice President, Human Resources. The Vice President, Human Resources will make every effort to ensure that complaints of harassment are resolved promptly and effectively. The complaint will be investigated and the employee will be advised of the findings and conclusion. All actions taken to resolve complaints of harassment will be confidential to the extent possible.

V. DISCIPLINARY ACTION:

Any employee who is found after appropriate investigation to have engaged in harassment of another employee or other person having business with FirstHealth will be subject to disciplinary actions, up to and including termination.

VI. PROHIBITION ON RETALIATION:

This procedure for resolving complaints is available to all employees without fear of retaliation. If any employee believes retaliation has resulted from the reporting of sexual or other harassment complaint he or she should immediately report this to his/her Supervisor, Director, or the Vice President of Human Resources.