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|  <p>Mercy MEDICAL CENTER DES MOINES <small>A member of Mercy Health Network</small></p> | GME Department Policy | | Page 1 of 2 |
| | HARASSMENT | | Effective Date: January, 2014 Reviewed: |

POLICY:


Mercy Medical Center—Des Moines is strongly opposed to harassment of any kind in the workplace. Mercy will not tolerate any harassment of employees. All employees/residents will be subject to severe discipline, including immediate discharge for harassing behavior based on a person’s race, age, color, creed, religion, sex, sexual orientation, national origin or disability.

PROCEDURES:

1. Any employee who is subjected to harassment for any of the above reasons shall immediately report this to the Program Director. After first consulting with the Human Resources Manager/or designee, they will confidentially, promptly and completely investigate the matter.
2. Upon completion of the fact finding investigation, appropriate action will be taken based on the result of the investigation. This action may include disciplinary measure up to and including termination.
3. The investigation file, including the initial complaint, shall be kept in the Human Resources Department. This investigation file shall not be considered a part of any employee/resident’s personnel file. If a finding of the harassment is made, the result of the investigation shall be placed in the employees/resident’s file.
4. No employee/resident will be subject to any form of retaliation or discipline for assisting in the investigation or making a harassment complaint.

Sexual Harassment

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for an adverse employment decision(s) affecting the individual;
 - c. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

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2. No supervisor, co-employee, or non-employee shall threaten or suggest that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, wages, advancement, assigned duties, shifts or any other condition of employment. Other types of prohibited conduct by employees, or non-employees include sexual advances, sexual banter or innuendoes, sexual jokes, propositions, verbal abuse of a sexual nature, suggestive touching, suggestive gestures and comments, graphic verbal description of an individual's body and the display in the workplace of sexually suggestive objects, pictures, e-mails, photographs or drawings.

Signature

Title