1.0 PURPOSE:
Hoag Memorial Hospital Presbyterian ("Hoag") is committed to providing equal employment opportunity and a work environment that is free of unlawful discrimination and harassment in all aspects of employment to employees in all job classifications. In keeping with this commitment, Hoag maintains a strict policy prohibiting unlawful discrimination and harassment of any kind. This policy applies to all areas of employment, including but not limited to, recruitment, hiring, training, promotions, transfers, separations, compensation and benefits, as provided for by law.

This policy embraces the view that all Hoag employees should be able to enjoy a work environment free from all discrimination and harassment because of an individual's race, religion, creed, color, national origin, ancestry, physical and mental disability, medical condition, marital status, sex, age over 40, veteran status, sexual orientation or any other class protected by law, or "perceived" membership of a protected class. All employees, whether supervisors or non-supervisors, and non-employees during business contact with Hoag employees or while visiting Hoag premises, are expected to comply with and shall be protected by this policy. Any such discrimination or harassment in violation of this policy will be treated as a serious offense and will result in appropriate disciplinary action, which may include termination of employment.

2.0 DEFINITION:
This policy prohibits discrimination and harassment in any form, including but not limited to verbal (such as slurs, taunts, jokes, epithets, and derogatory comments), physical (such as touching or blocking movements), and visual (such as cartoons, posters, gestures, displaying objects or pictures).

2.1 Sexual harassment is defined as including, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when either (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or actions, affecting such individual, or (3) such conduct has the purpose of effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2.2 Employees should be aware that certain conduct or behavior on their part may be welcome to some but unwelcome to others. Employees should also be aware
that certain conduct or behavior might in fact be unwelcome even if others do not communicate to you through their words or actions that the conduct or behavior is unwelcome.

3.0 COMPLAINT PROCEDURE:
This procedure is intended to prompt immediate response to claimed violations in order to permit timely and effective investigations and discourage recourse to rumors which can jeopardize the privacy and reputation of all involved.

3.1 An employee may tell the purported harasser directly that his or her conduct is unwelcome and that the employee requests it to end. However, if this approach either is not an effective or a desirable initial approach, any Hoag employee who believes he or she has been unlawfully harassed or discriminated against or has knowledge of such discrimination or harassment of another person should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her immediate supervisor or department head (or a person designated by the department head). If, for any reason it is not possible to do this, the employee is encouraged to report the conduct to Human Resources or to another individual in management. Supervisors should immediately report any allegations of incidents of sexual harassment to Human Resources. If an allegation involves a physician, Human Resources will notify the Chief of the Medical Staff. A representative from Human Resources and Medical Staff will jointly conduct an investigation.

3.2 A report of an alleged violation of this policy will be promptly investigated. During this phase, any employee being questioned may request the presence of another current employee who is willing to participate. The investigation will be conducted with sensitivity to the privacy and confidentiality interests of involved persons. Information will be kept confidential consistent with Hoag's need to investigate and arrive at decisions. The parties to the complaint will be apprised of the outcome of the investigations as deemed appropriate under the circumstances.

4.0 RETALIATION:
No retaliation of any kind will be taken against any individual who reports a violation of this policy or cooperates with an investigation in good faith. Retaliation is a very serious violation of this policy and should be reported immediately. Retaliation will be treated with the same strict discipline as other conduct that violates this policy.