

*Glendale Adventist
Medical Center*



Title: HARASSMENT		Policy #: 8650.379	Page 1 of 3
<input checked="" type="checkbox"/> Facility <input type="checkbox"/> System-wide Corporate Policy <input type="checkbox"/> Standard Policy <input type="checkbox"/> Model Policy		Department: Human Resources <hr/> Category: Standards of Conduct <hr/> Section:	
Owner: Susan Crabtree			
Effective Date: 6/1/1983	Next Review: 1/13/2014	Published Date: 1/13/2011	

POLICY: HARASSMENT

POLICY SUMMARY/INTENT:

Glendale Adventist Medical Center is committed to providing a work environment which is conducive to feelings of safety, security, care, and free of discrimination. In keeping with this commitment, the Medical Center has a zero tolerance for all forms of harassment, including intimidation and sexual harassment.

The purpose of this policy is to state the Medical Center's position on harassment and the procedure to follow if harassment occurs.

AFFECTED DEPARTMENTS/SERVICES:

All departments/services of the Medical Center are affected by this policy.

POLICY: COMPLIANCE -- KEY ELEMENTS

1. Harassment in any form, including verbal, physical and other overt harassment (intimidation), is strictly prohibited.
2. Any employee, patient or visitor who believes he or she has been harassed by any employee, patient, physician or agent of the Medical Center should promptly report the facts of the incident or incidents and the names of the individuals involved to his/her supervisor, Human Resources Director, and/or Risk Manager/Patient Relations Director.
3. The Human Resources Director will be responsible for the following.
 - a. Maintain utmost confidentiality.
 - b. Conduct an immediate and thorough review of the incident with the appropriate supervisor. The review will include a written statement from the complainant, the alleged harasser, and pertinent witnesses, when applicable.
 - c. Promptly prepare a report of the investigation and make recommendations to the appropriate Department Director/Manager.

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4. All complaints will be processed without retaliation.
5. The Medical Center is to take immediate and appropriate corrective action against persons who violate this policy. Discipline may include counseling, written reprimand, suspension, and/or discharge.
6. Also refer to Policy #8650.382 – Code Disruptionfor additional guidelines.

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Attachments:

STANDARDS:

REFERENCES: None

AUTHOR: Susan Crabtree

APPROVED:

Governing Board: 01/28/2004, 03/14/2007, 03/14/2007, 03/18/2009, 05/19/2010, 07/07/2010, 01/12/2011

Human Resources Committee: 02/03/2003, 11/14/2006, 03/14/2007, 02/03/2009, 01/19/2010, 11/09/2009, 11/03/2008

Operations Council: 03/06/2001, 02/10/2003, 12/05/2006, 03/14/2007, 02/10/2009, 01/26/2010, 11/17/2009, 01/05/2011

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