

HEKTOEN INSTITUTE POLICY ON HARASSMENT

The Hektoen Institute is committed to providing a work environment which is free from all forms of harassment, including not only sexual harassment, but harassment based on an individual's race, national origin, religion, age, sexual preference and/or disability or handicap. It is the responsibility of all employees, not only management personnel, to keep our work environment free of harassment. All Hektoen Institute employees must comply with this policy. Violations of this policy may result in disciplinary action, up to and including discharge.

Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. Unlawful harassment includes, but is not limited to verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, sex, sexual orientation, age and/or disability or handicap, and that:

- Has the purpose of creating an intimidating, hostile or offensive work environment or
- Has the purpose of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Consistent with applicable Local, State and Federal laws, Hektoen Institute will promptly investigate all allegations of harassment, and where necessary, discipline and/or discharge the perpetrator(s) where harassment is found to exist.

If an incident of harassment occurs, the employee should take the following steps:

- Advise the offender immediately of the unwelcome nature of their conduct, and that the conduct cease immediately;
- If possible make a detailed written account of the unwelcome conduct;
- Report the conduct as soon as possible to your immediate supervisor or any other individual who is a supervisor or;
- If your immediate supervisor is the source of the offensive conduct, or you are not satisfied with your supervisor's response, immediately contact the Hektoen Administrator, John Prochaska or the Hektoen Human Resources Director, Bettye Merriweather.

You should report incidents of offensive conduct whether directed toward you, or to another Employee. Do not assume that other employees do not find the conduct offensive merely because they do not tell the offender to cease the offensive conduct or report it to their supervisor.

Appropriate employment advertisements, as needs arise, will be placed in newspapers and will state that the Institute is an Equal Employment Opportunity Employer. When the need for skilled applicants arises and the Institute determines to recruit at educational institutions, schools having large minority and female enrollments will be included in the recruiting schedule.

The Institute will not discriminate on the basis of sex in any job category except where sex is a bona fide occupational qualification.

PLACEMENT AND PROMOTION

The Institute will review job classifications where few minority persons or women are presently employed and seek to determine the cause for such deficiency. Affirmative commitments will be undertaken to remedy the underutilization of minority or female employees in any of these job classifications. Placement, promotion and transfer activities at all levels will be monitored to assure that full consideration, as required by the Institute policy, has been given to all qualified minority group and female employees.

TRAINING

On-the-job training programs as well as other training and educational programs to which the Institute gives support or sponsorship, will be regularly reviewed to assure that minority group and female candidates, as well as all other employees, are given equal opportunity to participate. The Institute will take affirmative steps to ensure that all training programs are accessible to qualified female employees.

Appropriate steps will be taken to give active encouragement to minority group employees to increase their skills and job potential through participation in available training and educational programs. The Institute will seek the inclusion of qualified minority group members in any apprenticeship program in which the Institute participates.

LAYOFFS, TERMINATIONS & DOWNGRADING

Layoffs, terminations, downgrading, and recalls from layoffs will be made without regard to race, color, creed, religion, ancestry, national origin, age, handicap, veteran status, sex, marital status, sexual orientation, affectional or sexual preference, except where sex is a bona fide occupational qualification, or political or union affiliation, and full consideration will be given to the employment of disabled or handicapped persons on work they are qualified to do.

EMPLOYEE BENEFITS & COMPENSATION

There will be no disparity in the compensation received by minority group employees and other employees for performing equivalent duties, and opportunities for earning increased compensation will be afforded without discrimination to all employees. No disparity as to compensation received by male or female employees will be tolerated.

GOALS & TIME TABLES

When it is determined that there is an underutilization of minorities and women, the Institute will establish goals designed to alleviate it. The Institute will employ in good faith and make a reasonable effort to fulfill its goal.

PROGRESS REPORTING

The Institute records reflecting its progress under this plan will be available for inspection at any time to appropriate Government Representatives. The Institute will establish a formal report and auditing system to measure the attainment of its goals under this program. The Institute will furnish information as may be required to comply with the applicable orders and regulations.

ASSURING AGAINST SEGREGATED FACILITIES

The Institute shall not maintain or tolerate facilities which are segregated on the basis of race, color, creed, religion, ancestry, national origin, age, handicap, veteran status, sex, marital status, sexual orientation, affection or sexual preference, or political or union affiliation, except where sex is a bona fide occupational qualification and shall give full consideration to providing facilities for the employment of disabled or handicapped persons on work they are qualified to do.

Employee Signature

Cc: Personnel File

Employee