



## HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

**POLICY TITLE: SEXUAL HARRASMENT**

**POLICY NUMBER:** 00002

**REVIEWED & REVISED:** 05/01/2012

**POLICY:**

Hektoen Institute prohibits sexual harassment of or by its employees, applicants for employment, students, volunteers, patients, visitors, contractors, vendors or other agents of the Institute. Such conduct violates Title VII of the Civil Rights Act of 1964 and is subject to severe disciplinary action and/or sanctions.

**EMPLOYEES AFFECTED:** All HEKTOEN Staff

**PURPOSE:**

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.

**DEFINITIONS:**

**Sexual Harassment:** Defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

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**PROCESS:**

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

1. Advise the offender immediately of the unwelcome nature of their conduct, and request that the conduct cease immediately;
2. If possible make a detailed written account of the unwelcome conduct;
3. Report the conduct as soon as possible to your immediate supervisor or any other individual who is a supervisor or;
4. 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 Human Resources Manager or Human Resources Department.

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.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR