

Effective 7/1/99

Harassment Policy

APPLIES TO: ALL BJC ENTITIES

TITLE: POLICY AGAINST HARASSMENT

NUMBER: 7-8

PURPOSE:

BJC is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity. BJC will not tolerate harassment based on such factors as race, color, sex, religion, national origin, age, mental or physical disability, sexual orientation, or any other reason. Additionally, BJC will not tolerate or condone any action by any person, including co-workers, physicians, customers, vendors, agents or other third parties which constitutes sexual harassment of any employee or any individual working in a BJC facility.

I. DEFINITION:

Harassment includes verbal, physical or visual conduct that creates an intimidating, offensive or hostile work environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive slurs, jokes, or other similar conduct. Additionally, sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment, continued employment, or considered in employment decisions.

Some examples of sexual harassment include sexual advances or suggestions; retaliation for refusing sexual advances; unwelcome sexually-oriented remarks; sexual jokes or ridicule; the display or distribution of offensive pictures, posters or cartoons; and any unwelcome, intentional touching of another person's body.

II. COMPLAINT PROCEDURE:

1. Reporting Violations:

Employees are encouraged to report any incident of harassment by any BJC employee or any other person. Employees should report incidents promptly to their supervisor, department director, human resources consultant or any other member of management with whom the employee feels comfortable. An employee is not required to complain first to his or her supervisor or department director.

Discussions of sexual harassment with the Employee Assistance Program (EAP) will be confidential and will not be considered notification to management unless the employee signs a release allowing the EAP office to inform Human Resources of the incident(s).

Management employees who receive complaints, observe or become aware of possible harassment must immediately report it to and consult with their human resources consultant to ensure proper handling. Failure to do so may result in discipline, up to and including discharge.

2. Investigating Complaints:

Every complaint or report of harassment will be investigated thoroughly and promptly. Although absolute confidentiality cannot be guaranteed, all complaints will be handled as confidentially as possible, and only those persons with a need to know will be informed of the investigation findings. The investigation findings will be documented, and the complaining employee and alleged harasser will be kept advised of the progress of the investigation and of the hospital's ultimate decision. BJC will not tolerate any form of retaliation against any employee for making a complaint about harassment, reporting a possible incident of harassment, or cooperating in the investigation of a complaint.

3. Discipline:

In the case of BJC employees, if harassment is established, BJC will discipline the offender and take any other appropriate remedial action. Disciplinary action for a violation of this policy can range from written warnings up to and including discharge, depending upon the circumstances. With regard to acts of harassment by physicians, patients, visitors or vendors, remedial action within the reasonable control of BJC will be taken after consultation with the appropriate management personnel.

4. Appealing Decisions:

If the complaining employee is dissatisfied with the handling of the investigation, the employee may submit a written letter of appeal to their senior line executive and the senior human resources officer at their entity within seven (7) days of being notified of the findings and the ultimate decision. The senior human resources officer will review the investigation documentation and any other information and will provide a written response to the complaining employee within 30 days. Any employee who is disciplined due to a violation of this policy may submit an appeal through the BJC Grievance Procedure (#6-3).

RECOMMENDED BY: BJC Human Resources Committee Council

ISSUE DATE: March 25, 1999

EFFECTIVE DATE: April 1, 1999

AUTHORIZED BY: Senior Leadership Group