

Harassment Free Work Place

This Policy is Applicable to:

Big Rapids, Continuing Care, Corporate, Gerber, Ludington, Outpatient/Physician Practices, Pennock, Priority Health, Reed City, SH GR Hospitals, SHMG, United/Kelsey, Zeeland

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Functional Area:	Employee Relations, Human Resources

1. Purpose

Spectrum Health strives to create and maintain a work environment in which employees, physicians, patients, members, visitors and vendors are treated with dignity, decency and respect. For this purpose, Spectrum Health has a zero tolerance policy regarding harassment for any discriminatory reason, such as sex, pregnancy, race, color, national origin, disability, age, religion, sexual orientation, genetic information, marital status, veteran status, height, weight, or any other protected category. Such harassment is strictly prohibited.

2. Definitions

Harassment: is defined as unwelcome conduct which is based on a protected category and has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment
- Unreasonably interfering with an individual's work performance
- Otherwise negatively affecting an individual's employment opportunities

Verbal and non-verbal forms of harassment: include, but are not limited to: jokes, stereotypes, denigration, name calling, threats, visual displays, hazing and segregation.

Sexual Harassment: includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either an express or implied condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision.
- The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating a hostile work environment.

Verbal and non-verbal forms of sexual harassment, include but are not limited to:

- Suggestive comments and innuendo
 - Unwanted physical contact or advances
 - Repeated requests or pressure for "dates"
 - Sexually suggestive messages of any kind via technology
 - Insults or verbal abuse of a sexual nature
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- Graphic verbal commentaries about an individual's body
- Use of sexually degrading words or vulgar words of a sexual nature
- Humor or jokes about sex or gender-specific traits
- Display of sexually suggestive objects or pictures
- Leering, whistling or suggestive sounds
- Obscene gestures
- Displaying pornographic materials and lewd photographs in common areas or via computer
- Prohibited touching with associated innuendoes (includes unwelcome touching of a sexual nature or intentional brushing of the body)

3. Responsibilities

Employee responsibilities: If an employee believes that he or she has been harassed, or is aware of conduct prohibited under this policy, the employee must report it immediately to any member of Human Resources. An employee must not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.

Management responsibilities: All levels of management will be held to the highest standard of behavior and are responsible for fostering a culture of dignity and respect among employees in accordance with Spectrum Health's core values. In addition, management must act immediately on observation or allegations of harassment. All levels of management who receive a complaint, or are otherwise aware of conduct that may violate this policy must immediately notify Human Resources to initiate an investigation. Failure to notify Human Resources of a complaint may lead to disciplinary action.

4. Compliance

Appropriate performance correction will be taken against any individual who violates this policy, up to and including termination. This policy applies to employees, contractors, volunteers, vendors, patients, members and guests.

5. Policy

Employees must exercise their own good judgment to avoid any conduct that may be perceived by others as harassment. The alleged harasser's intent, or lack of intent to harass, is not the determining factor in deciding whether this policy has been violated. Spectrum Health will take prompt necessary steps to investigate with due regard for confidentiality and will take appropriate action to eliminate harassment from the workplace. Spectrum Health will not retaliate, nor tolerate retaliation against any employee who in good faith brings a complaint to the attention of Spectrum Health or participates in an investigation regarding a complaint.

6. Revisions

Spectrum Health reserves the right to alter, amend, modify or eliminate this policy at any time without prior written notice.

7. Policy Development and Approval

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8. Keywords

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