

WORKPLACE HARASSMENT

POLICY:

It is the policy of The NewYork-Presbyterian/Queens to ensure a workplace free from all forms of unlawful discrimination, which includes an environment free from harassment. Harassment, either verbal or physical, can result in high turnover, absenteeism, low morale and productivity, and an uncomfortable atmosphere in which to work.

RESPONSIBILITY:

- Human Resources

APPLICABILITY:

- All employees

DEFINITION OF HARASSMENT:

Harassment means any unwelcome and/or offensive action, comment, gesture, or conduct, based on an individual's gender, race, ethnic background, religion, national origin or citizenship, age, disability, marital status, sexual orientation, or other category protected by law, which interferes with the individual's work or creates an intimidating or hostile environment.

Some examples of conduct that might offend, embarrass or humiliate an individual include, without limitation, the following:

1. Treating people differently because they fall within a category listed above.
2. Offensive or suggestive comments, letters, e-mails, phone calls.
3. Insults, jokes, teasing, threats, embarrassing comments or other remarks that put people down or make them uncomfortable.
4. Inappropriate pictures, cartoons, or other objects.
5. Making obscene or rude gestures or ogling or leering at someone.

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6. Unwanted or unnecessary touching or blocking someone's movement.
7. Mimicking a person's accent, or mocking or imitating a disability or stutter.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment is defined as any unwelcomed sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature. It may occur when:

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

Some examples of sexual harassment include, without limitation,

1. Explicit or implicit promises of career advancement training, awards, lax time-keeping, or lower standards of performance in return for sexual favors.
2. Explicit or implicit threats that if the sexual demands are rejected, the victim will not be promoted, will receive a poor performance appraisal or will be assigned to a less desirable position/location.
3. Repeated, unwelcome verbal comments, gestures or physical actions of a sexual nature (e.g., touching, pinching, patting, hugging, or kissing).
4. Any offensive display in the workplace of sexually suggestive objects or pictures.

COMPLAINT PROCEDURE:

Employees who believe that they have been subjected to harassment are encouraged to report the offending conduct.

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1. If an employee believes he/she has been harassed and feels comfortable discussing the matter directly with the individual(s) who engaged in the conduct, the employee is encouraged to do so. However, employees are not required to complain directly to the individual(s) who engaged in the conduct. Employees may report harassment to their department head, any director, manager, or vice president, or to the Human Resources Department.
2. Complaints of harassment should be reported as promptly as possible. Delay in making a complaint may make it more difficult for the Medical Center to investigate the allegations.
3. Supervisory and management staff are responsible for immediately reporting any complaint of harassment that they receive, or of which they are aware, to the Vice President and/or Employee Relations Manager.
4. Complaints of harassment will be promptly and thoroughly investigated by the Human Resources Department. Employees who make complaints of harassment are expected to cooperate. Complaints will be handled in a confidential manner to the extent possible. Information related to allegations of harassment may be disclosed to appropriate Medical Center staff on a need-to-know basis.
5. Following completion of the investigation, the Vice President and /or Employee Relations Manager will recommend or take action as appropriate. Employees found to have engaged in harassing or discriminatory conduct will be subject to disciplinary action, up to and including discharge.
6. Employees who make false complaints of harassment in bad faith will be subject to disciplinary action.
7. Employees will not be retaliated against for making a complaint of harassment in good faith or participating in an investigation. Any employee who engages in intimidation, coercion, retaliation, or discrimination against an individual who has reported alleged harassment or who has cooperated in an investigation will be subject to disciplinary action, up to and including discharge.

Approvals obtained electronically via NAVEX Global Policy Module

Stephen Mills
President & CEO

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