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## **ANTI-HARASSMENT POLICY**

All managers, supervisors, employees (including employed physicians), non-employee physicians, customers, vendors, and visitors are expected to adhere to a standard of conduct which exemplifies and supports a professional work environment free from all forms of harassing conduct based on race, age, sex, religion, color, citizenship, national origin, ancestry, disability, marital status, sexual orientation, veteran status, or any other status protected by law.

Wheaton Franciscan Healthcare will not tolerate sexual harassment. Sexually harassing conduct requires some special attention because it is often hard to define. It can include unwelcome conduct of a sexual nature such as sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature such as comments, touching, teasing, joking or intimidation. It can include conduct between people of the same sex as well.

We are aware that conduct which might be offensive to some individuals might be considered inoffensive by others. We are also aware that not all conduct of a sexual nature amounts to illegal sexual harassment. However, we believe it is important to put a stop to harassing conduct before it reaches the point of unreasonably interfering with work or creates an intimidating, hostile or offensive environment.

With this in mind, we make several options available if you feel you have witnessed or been subject to harassing conduct of any kind, even if you consider it minor.

1. We encourage you to approach the alleged harasser and ask him/her to immediately stop the offensive activity. They may not know how you or others feel. Of course, this step is not required if it makes you feel uncomfortable or is not effective.
2. If you want to make a formal complaint and have your complaint investigated, you must promptly bring the matter to the attention of the Human Resources Director for Covenant Medical Center, Sartori Memorial Hospital, Mercy Hospital, or Covenant Clinics.
3. Human Resources will take prompt action to assure that your complaint is fairly and thoroughly investigated. Confidentiality will be maintained to the extent possible during the investigation.
4. If an investigation reveals that this policy has been violated, Human Resources will take prompt and appropriate corrective action reasonably designed to stop the harassment and prevent recurrences, which may include discipline or discharge of the harasser.

Retaliating or discriminating against someone for complaining about harassing conduct or cooperating in an investigation is also a violation of this policy that can result in discipline or discharge. If you believe you have been retaliated against, report this fact immediately to Human Resources.

If you have any questions about this policy, please contact the Human Resources Department.

### **ACKNOWLEDGMENT**

I have received and read the above Anti-harassment Policy and I agree to abide by its terms.

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Date

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Name

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Employee #