

PENNSYLVANIA HOSPITAL & Surgery Center



ADMINISTRATIVE POLICY MANUAL

SUBJECT: CREATING A WORKPLACE FREE OF PROHIBITED HARASSMENT

POLICY NUMBER: HR38 - 1207

Issued

- June, 1980

Approval

- Human Resources

Administrative Policy Review Committee

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- January, 2006
- January, 2007
- December, 2007

Attachment(s)

- None

Related Policies

- [Avoidance of Sexual Harassment, HR60](#)
- Managerial Decision Review Process Policy

POLICY:

Pennsylvania Hospital strives to maintain a work environment free from prohibited harassment. Hospital policy prohibits employees from verbally or physically harassing others or disrupting or interfering with their work based on race, color, religion, creed, national origin, age, sexual orientation, disability, or any other characteristic or trait protected by law. Hospital policy also prohibits behavior that creates an intimidating, offensive or hostile work environment due to race, color, religion, creed, national origin, age, sex, sexual orientation, disability, or because of any other characteristic or trait protected by federal, state, or local law or ordinance.

Please note that harassment and discrimination based upon sex are dealt with separately in policy number [HR60](#). Employees wishing to pursue a complaint of sexual harassment or sex discrimination should refer to policy number [HR60](#).

DEFINITION:

Prohibited harassment refers to any verbal, symbolic, or physical behavior that stigmatizes, victimizes, or persecutes an individual or individuals through use of threats or unrealistic demands based on race, color, religion, creed, national origin, age, sexual orientation, disability, or any other characteristic or trait protected by federal, state, or local law or ordinance.

Prohibited harassment includes behavior that:

- 1) is directed to an identifiable person or group of persons;
- 2) insults, demeans or abuses a power relationship with the person or persons to whom the behavior is directed, on the basis of his or her race, color, religion, creed, national origin, age, sexual orientation, disability, or any other characteristic or trait protected by federal, state, or local law or ordinance such as (but not limited to) the use of slurs, epithets, hate words, demeaning jokes, or derogatory statements;
- 3) is intended to injure a person or class of persons because of a protected characteristic; or is sufficiently abusive or demeaning that a reasonable person or disinterested observer would conclude that the behavior is so intended; or occurs in the context such that intent to inflict direct injury may reasonably be inferred.

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PROCEDURE:

All employees are expected to conduct themselves so that the work atmosphere at Pennsylvania Hospital is free from all types of prohibited harassment. Harassment in violation of this policy is also a violation of the institution's Service Standards, and employees responsible for such behavior are subject to the full range of internal disciplinary actions, up to and including termination.

An employee who has a concern that he or she, any other Hospital employee, or any other person, is being subjected to prohibited harassment must immediately exercise one or more of the following three options:

- 1) Confront the harasser and make it known that the behavior is unwelcome and should stop;
- 2) notify his/her supervisor/Service Director of the harassment; or
- 3) directly contact Human Resources

Supervisors and managers at all levels bear a responsibility to explain this policy to employees and to enforce its provisions. In the interest of administrative consistency, a supervisor/manager who receives a complaint of any type of harassment prohibited by this policy or who otherwise learns that such harassment may be taking place is required to consult Human Resources immediately to discuss appropriate investigation and resolution.

Information about harassment can be sensitive or embarrassing. Furthermore, if the harassing behavior involves events in the complainant's work area, there may be a reluctance to bring the concern to someone in the chain of command. Therefore, the employee has the option at all times to contact Human Resources who will discuss the matter with the employee and investigate. Of course, the employee should always consider alerting the supervisor/manager to the problem.

Complaints or allegations of prohibited harassment will be treated in confidence. Disclosure will be made at the appropriate management level and to the extent necessary for competent investigation and fair resolution.

An effort will be made to investigate every complaint, to the extent reasonably possible. If harassment has occurred, the perpetrator will be disciplined to the degree warranted by the circumstances up to and including termination. Complainants and subjects of complaints have the right to grieve the resolution of the complaint through the Managerial Decision Review Process Policy.

Persons coming forward with information concerning possible harassment shall not be subject to retaliation. Any instances of retaliation or threats of retaliation should be reported immediately to Human Resources and will be dealt with according to the Performance Improvement and Progressive Steps policy.

Any questions about this policy may also be directed to Human Resources.

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IMPLEMENTATION:

The implementation of this policy is the responsibility of Senior Leadership, Service Directors and monitored by the Chief Human Resources Officer.

/s/Kathleen Kinslow
Kathleen Kinslow
Executive Director

12/30/07
Date

Disclaimer: Any printed copy of this policy is only as current as of the date it was printed; it may not reflect subsequent revisions. Refer to the on-line version for most current policy.

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