



<p>Pennsylvania Hospital &amp; Surgery Center</p> <p><b>ADMINISTRATIVE POLICY MANUAL</b></p>	<p>Page 1</p> <p>Effective: 0408</p>
<p><b>SUBJECT: AVOIDANCE OF SEXUAL HARASSMENT IN THE WORKPLACE</b></p> <p><b>POLICY NUMBER: HR60</b></p>	

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Attachment(s):

Related Policies:

**POLICY**

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including but not limited to the Surgery Center of Pennsylvania Hospital.

Pennsylvania Hospital seeks to maintain a workplace free from sexual harassment. Actual verbal or physical conduct or perceived conduct with the intent to harass, disrupt or interfere with another employee's work performance or which creates an intimidating, offensive or hostile work environment is strictly prohibited. The purpose of this policy is to reaffirm Pennsylvania Hospital's position that sexual harassment will not be tolerated in the workplace and to identify the resources available to concerned individuals.

**DEFINITION**

Sexually harassing conduct in the workplace, whether committed by management, supervisory or non-supervisory personnel, physicians, coworkers or others is prohibited. Such conduct may include but is not necessarily limited to:

- a) Sexual flirtations, touching, physical advances or propositions;
- b) Verbally abusive language of a sexual nature;
- c) Sexually graphic or suggestive comments about an individual's dress or body;
- d) Sexually degrading words to describe an individual;
- e) The display in the workplace of sexually suggestive objects or pictures, including nude photographs.
- f) Comments that are perceived to be sexual in nature.

**PROCEDURE**

1. Each Service Director and/or supervisory staff member is responsible for maintaining a workplace free from sexual harassment. No manager/supervisor may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit or tolerate sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other term or condition of employment or career development. In addition, no supervisor or employee may favor in any way any applicant or employee because that person engages in or consents to engage in sexual conduct with the supervisor or anyone else.
2. Any employee who believes that he or she is being harassed is encouraged to tell the harasser that the conduct is unwelcome and ask that the harassment stop immediately. In the

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event the employee is uncomfortable confronting the harasser, he or she has other avenues of complaint available as outlined below.

3. Any employee who believes that he or she has been subjected to sexual harassment as defined by this policy has a responsibility to report such conduct as soon as possible to his/her supervisor. Any supervisor receiving a harassment complaint, or who becomes aware of conduct that violates this policy, must report the matter to the Human Resources Department. If the supervisor is the person acting in a harassing manner or if the employee for any other reason is uncomfortable speaking with the supervisor, the employee should immediately notify the Human Resources Department.

In extraordinary circumstances in which all other avenues are unavailable, the employee may contact the Chief Human Resources Officer directly.

Employees should understand that if they fail to report promptly any and all instances of sexual harassment, then the Hospital might be unaware and/or unable to respond to their situation. Prompt and full reporting of sexual harassment is therefore extremely important. Employees may not be retaliated against in any way for making a complaint of sexual harassment or for participating in any investigation under this policy.

4. All complaints of harassment will be investigated as promptly as possible under the circumstances and in a confidential manner. If an employee is not satisfied with the handling of a complaint or the response to the complaint, then the employee should promptly bring the complaint to the attention of the Chief Human Resources Officer. In all cases, the employee who filed the complaint and the subject of the complaint will be advised of the findings and conclusions of the investigation within a reasonable time after completion of the investigation. In instances where it is anticipated that an investigation may take some time, interim measures designed to prevent any further alleged harassment may, if appropriate, be put into place immediately, pending the outcome of the investigation.

5. No supervisor or employee should retaliate or threaten to retaliate in any way against any employee who reports sexual harassment or who assists in the investigation of a report. Any employee who feels he or she has been subjected to such retaliation should report the matter immediately in accordance with the reporting procedures outlined above.

6. Any employee, supervisor or manager who is found after appropriate investigation to have engaged in conduct in violation of this policy may be subject to disciplinary action, depending on the circumstances, up to and including discharge.

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**IMPLEMENTATION**

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

/s/Kathleen Kinslow  
Kathleen Kinslow, CRNA, EdD, MBA  
Executive Director

05/05/08  
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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