

REDBUD HEALTH CARE DISTRICT PROCEDURE

Title: Sexual Harassment

1.0 Purpose

To establish the sexual harassment policy of the Redbud Health Care District.

2.0 Policy

2.1 The Board is firmly committed to providing a work environment free of unlawful harassment. The District policy prohibits sexual harassment and harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful.

2.2 The District's anti-harassment policy applies to all District personnel and prohibits unlawful harassment by any employee of the District including Directors and co-workers.

2.3 Typical prohibited unlawful harassment includes, but is not limited to such things as: verbal conduct (epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments); visual conduct (derogatory posters, photography, cartoons, drawings or gestures); physical conduct (assault, unwanted touching, blocking normal movement or interfering with work); threats and demands to submit to sexual requests for any reason; retaliation for reporting or threatening to report harassment.

2.4 The law prohibits any form of protected basis harassment that impairs working ability or emotional well-being at work.

3.0 Complaint Procedure

3.1 Sexual harassment complaints shall normally be referred to the President of the Board of Directors or, if necessary, to any Board member.

- 3.2** The complaint should be filed in writing as soon as possible after the incident. The complaint should include the details of the incident or incidents.
- 3.3** An immediate investigation of the complaint shall be conducted by the President or designee. The investigation shall include interviewing the complainant, the alleged harasser, any witnesses to the conduct and any others who may be mentioned during the course of the investigation as possibly having information.
- 3.4** If it is determined that unlawful harassment has occurred, effective remedial action will be taken, commensurate with the severity of the offense, as determined by the Board of Directors. Appropriate action will also be taken to deter any future harassment. Whatever action is taken against the harasser will be made known to the complainant.

Approved by _____
President, Board of Directors

Date _____