

SEXUAL HARASSMENT POLICY:

Citizens Medical Center prohibits sexual harassment of employees, patients, guests, or associates. Citizens Medical Center does not tolerate unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitute sexual harassment when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

Citizens Medical Center defines behavior of sexual harassment to be asking for sexual favors in order to do one's job, any unwelcome sexual advances. Examples of sexual harassment include:

- Use of profane or vulgar language;
- Unwelcome sexual flirtations, sexual advances or sexual propositions;
- Sexually oriented or suggestive jokes or comments;
- Comments about a person's body or sex life;
- Sexually degrading words, including sexual slang, used to describe any person;
- Physical contact of a sexual nature, including unwelcome or inappropriate touching, pinching, patting, grabbing or hugging;
- The display in the workplace of sexually oriented or suggestive pictures or objects;
- Sexually suggestive or vulgar graffiti, including words and drawings;
- A supervisor's or manager's comments suggesting that an employee will suffer employment consequences, such as demotion, discharge, or denial of a pay raise, if he/she does not agree to sexual demands or if he/she complains about offensive sexual behavior or any other form of harassment;
- Comments suggesting that an employee will receive favorable employment treatment in exchange for sexual favors;
- Use of e-mail or accessing internet websites in a manner that would violate this policy.

PROCEDURE TO REPORT SEXUAL HARASSMENT:

Anyone who has been or has witnessed sexual harassment may file a complaint directly with Human Resources (318-649-6106). Human Resources will meet with the person who filed the complaint within the next 5 days.

The Administrator will be notified at the time a complaint has been filed.

An investigation will begin, and all involved parties will be interviewed by Human Resources. When the investigation is complete Human Resources will meet with the person who filed the complaint and give the findings.

The disciplinary action against the employee committing the act will be confidential and may result in a written warning up to termination. Retaliation will not be tolerated and if behavior is repeated termination may be handed down.

False claims are claims that are made up and will not be tolerated. Disciplinary action will be confidential and may result in a written warning up to termination for someone falsely making a complaint.

State and Federal laws prohibit sexual harassment in the workplace.