

## Policy #9: Harassment, Non-Discrimination, & Non-Retaliation

This policy is set in place to ensure the rights of residents to an environment free from all forms of discrimination and harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, marital status, veteran status, genetic information, disability, or any other protected status under law.

CHI-Franciscan Health Harrison Medical System has in place a robust Anti-Harassment & Non-Discrimination policy to which the Northwest Washington Family Medicine Residency adheres. It is the position of the Program that discrimination or harassment of any person by anyone, including employees, physicians, residents, patients, volunteers or visitors, will not be tolerated—regardless of the offender’s position within our organization.

### I. PROCEDURE

#### A. Harassment Defined

1. Derogatory slurs or other verbal/non-verbal conduct constitutes harassment when this conduct:
  - a. Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - b. Has the purpose or effect of unreasonably interfering with an individual’s ability to work, *learn*, provide service, access care, or utilize the hospital’s services or programs; or
  - c. Otherwise adversely affects an individual’s employment *or ability to satisfy requirements of residency training*.
2. Conduct constituting *sexual* harassment includes, but is not limited to:
  - a. Unwelcome sexual flirtation, advances or propositions;
  - b. Requests or demands for sexual favors, including requests or demands to submit to sexual favors as a condition of continued employment, job status, promotion, salary increases or career development;
  - c. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual;
  - d. Graphic verbal comments regarding an individual’s body;
  - e. Sexually-degrading words used to describe an individual or group;
  - f. Displays in the workplace or transmission and/or storage using Franciscan Health System electronic communications systems of sexually suggestive objects or pictures;
  - g. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another’s work performance; or
  - h. Creating an environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, jokes, suggestions, demands, requests, physical contact or attention.

B. Reporting Harassment

1. Any individual who believes that he/she or others have been the subject of discrimination and/or harassment must report it immediately to the HR Department.
    - *Resident physicians may contact the Program Leadership to help with the process of making this report; or the report may be made independently if Program Leadership is involved in the episode to be reported.*
  2. Supervisors are responsible for monitoring and reporting any perceived discrimination and/or harassment which involves employees to the HR Department, regardless of whether or not the employee involved files a complaint.
    - *All faculty members are considered supervisors for this purpose and should report harassment/maltreatment by anyone within the Program or Hospital.*
  3. Failure to properly report perceived discrimination and/or harassment may result in corrective action, which may include discharge from employment.
- C. Upon notification of a situation involving harassment and/or discrimination, an investigation will be initiated to gather all facts regarding the complaint. This investigation will be conducted under the direction of the HR Representative and will be conducted in as confidential manner as is possible.
- D. All employees are required to cooperate with any investigation into a potential violation of this policy. Failure to cooperate may result in corrective action, up to and including discharge from employment.
- E. Upon completion of the investigation, a determination will be made in writing by appropriate management and the HR Representative regarding resolution of the case. If warranted, corrective action will be taken, up to and including discharge from employment.
- F. This policy prohibits retaliation against employees who bring forth good faith harassment and/or discrimination complaints or assist in the investigation of complaints. Such employees will not be adversely affected in terms and conditions of employment because of their involvement, nor will they be discriminated against or discharged because of their involvement. Retaliation against any such employee will result in corrective action up to and including immediate discharge from employment.
- G. Patient or visitor reports of discrimination and/or harassment should be reported to Risk Management or Administration.



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8-1-2016  
Date