

## SEXUAL HARASSMENT 2.36A

### I. PURPOSE

Allied Services is committed to creating an environment which is free from intolerance directed toward individuals and groups and strives to create and maintain an environment that fosters respect for others. This policy specifically defines sexual harassment, and reaffirms the company's position regarding this type of harassment relating to employment through the organization.

### II. POLICY

- A. Allied Services is a socially responsible and caring company that strives to treat its employees, patients, and anyone else who interacts with the company with respect. In keeping with this commitment, Allied Services maintains a strict policy prohibiting sexual harassment. Acts of sexual harassment by any employee, patient, client, resident, visitor, or any one else interacting or visiting with the company are expressly prohibited and will not be tolerated. This policy applies to conduct in the workplace, at company functions, and in all employment relationships, and protects employees at all levels and positions in the company.
- B. It is recognized by Allied Services that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship, debilitates morals, and therefore interferes with the work effectiveness of its victims and their coworkers.
- C. Sexual Harassment is prohibited by Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission Guidelines on Sexual Harassment and the Pennsylvania Human Relations Act.

### III. DEFINITION

**Sexual Harassment:** is defined as unwelcome jokes or comments, sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- A. Submission to such conduct is made an implicit or explicit term or condition of an individual's employment;
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual;

- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance; or
- D. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment.

**Examples:** Examples of sexual harassment include, but are not limited to, threatening adverse employment actions if sexual or other favors are not granted; promising preferential treatment in return for sexual or other favors; unwanted and unnecessary physical contact; excessively offensive remarks, including unwelcome comments about appearance, obscene jokes, or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures; and unwelcome sexual advances by clients or other visitors when such advances are condoned, either explicitly or implicitly by Allied Services.

#### **IV. RESPONSIBILITY**

- A. It is expected that all employees of Allied Services will continue to act responsibly to establish a pleasant discrimination-free work environment.
- B. It is the responsibility of Allied Services supervisors to immediately inform the Human Resource department when an allegation of sexual harassment is brought to their attention. Failure of a supervisor to investigate an allegation immediately will result in discipline up to and including termination.
- C. It is the responsibility of all employees to report any inappropriate conduct on the part of outsiders or other employees (e.g., visitors, residents, etc.). In all cases, the Human Resource Department will ensure that the complaint is immediately investigated in a confidential manner to eliminate any possible continuation of the harassment. Any employee who knowingly fails to report sexual harassment in the workplace is subject to disciplinary action.
- D. Allied Services recognizes the seriousness and impact of a false allegation of sexual harassment. Therefore, any employee who knowingly makes false allegations or reports of sexual harassment will be subject to appropriate discipline, up to and including termination.

#### **V. COMPLAINT PROCEDURE**

Any employees who believe he or she has been subjected to sexual harassment **MUST** immediately report the alleged act to his or her department supervisor, manager, or Human Resource representative immediately.

##### **Steps**

- A. No individual who reports or complains about harassment or improper conduct, or who assists the Employer in an investigation of harassment, will be subjected to retaliation. If you have witnessed or experienced behavior you believe to be retaliation, or if you are aware of such a behavior, you have

a responsibility to report the behavior immediately to a supervisor or Human Resources.

- B. Allied Services will not tolerate any effort to avoid, hinder or corrupt the complaint or investigation process, including refusal to cooperate with an investigation or knowingly making false statements to management during the complaint or investigation process. Such actions may result in employment action up to and including termination of employment.
- C. Appropriate measures will be taken to ensure that no retaliatory action is taken against any individual making a harassment complaint or participating in an investigation.
- D. Each reported incident will be investigated confidentially in a prompt and thorough manner by the Human Resource Department.
- E. If the investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and to prevent its recurrence.
- F. Employees found to be in violation of the harassment policy will be subject to disciplinary action, up to and including termination.
- G. Management will thereafter review the results of that investigation with the person who filed a complaint or was the object of purported harassment.
- H. Allied Services Human Resource Department is available to discuss questions regarding this policy with employees or management. Anyone who does not feel comfortable reporting a case or discussing it with the Human Resource Department may contact Allied's compliance hotline at 1-800-619-7685 or the compliance officer at 570-348-1208.