

HARASSMENT 2.36

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 defines certain types of harassment, including verbal, physical, and visual harassment, and reaffirms the company's position regarding harassment relating to employment through the organization.

II. POLICY

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 harassment. Acts of harassment by any employee or non-employee, including clients, consumers, patients, visitors, or any other people, interacting or visiting with the company are expressly prohibited and will not be tolerated. This policy prohibits harassment in any form. 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.

III. DEFINITIONS

- A. **Harassment:** is defined as verbal, visual, or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- B. **Verbal Harassment:** verbal threats toward persons or property; the use of vulgar or profane language toward others, disparaging or derogatory comments or slurs, offensive sexual flirtations and propositions, verbal intimidation, exaggerated criticism, and name calling, either in person, by telephone, fax, E-mail, text message or any other medium.
- C. **Physical Harassment:** any physical assault such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person.
- D. **Visual Harassment:** derogatory or offensive posters, publications, or drawings.
- E. Harassment could include any of the conduct previously mentioned or a combination of such conduct that might tend to focus on race, national origin,

ethnic background, religious affiliation, or any other attribute of the person harassed.

IV. RESPONSIBILITY

- A. It is expected that all employees of Allied Services will continue to act responsibly to establish a pleasant work environment.
- B. It is the responsibility of Allied Services supervisors to immediately investigate and inform the Human Resource Department when an allegation of harassment is brought to their attention. Failure of a supervisor to investigate an allegation may result in discipline up to and including termination.
- C. It is the responsibility of Allied Services Human Resource Department to provide information to managers and supervisors relative to the following: harassment policy and the procedure to be employed in the event an allegation is raised.

V. COMPLAINT PROCEDURE

Any employee who believes he or she has been subjected to harassment should immediately report the alleged act to his or her supervisor, department-head, or Human Resource Representative.

A. STEPS

- 1. Appropriate measures will be taken to ensure that no retaliatory action is taken against any individual making a valid harassment complaint or participating in an investigation.
 - 2. Each reported incident will be investigated confidentially in a prompt and thorough manner by the Supervisor, the department-head, or the Human Resource Department.
 - 3. If the investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and to prevent its recurrence.
 - 4. Employees found to be in violation of the harassment policy will be subject to disciplinary action, up to and including termination.
 - 5. Management will thereafter review the results of that investigation with the person who filed a complaint or was the object of purported harassment.
- B. When an employee, patient, client, resident, consumer, visitor or anyone else is being harassed by any outside source while on Allied Services property, or doing business with Allied Services, he/she must notify the Human Resources Department, Security, or management as soon as possible.

Allied's management will work with the individual to take proper action, depending on the complaint, to secure a harassment-free environment.

- C. Allied Services Human Resource Department is available to discuss questions regarding this policy with employees or management