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**Olympic Peninsula Community Clinic
Harassment Policy
Approved by OPCC Board 04/10/2009**

Policy: Harassment, Including Sexual Harassment

The Olympic Peninsula Community Clinic is committed to maintaining a professional work environment in which all employees, volunteer staff and patients are treated with respect and dignity. A vital element of this atmosphere is the OPCC commitment to equal opportunities and the elimination of discriminatory practices, including **all** forms of harassment.

Harassment is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission and state regulations. OPCC prohibits harassment based upon race, creed, color, religion, gender, age, national ancestry, disability, handicap (sensory or physical), sexual orientation, marital status, parental status, source of income, military discharge status or any other protected status. It will therefore constitute a violation of OPCC policy for any **employee, volunteer or board member** to engage in any of the acts or behavior defined below, and such misconduct will be subject to disciplinary action up to and including immediate discharge.

1. Definitions

a. Harassment – Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender, color, race, ancestry, religion, national origin, age, medical condition, physical or mental disability, marital status, veteran status, citizenship status, or other protected group status. OPCC will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

b. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or,
- (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of inappropriate behaviors that may constitute sexual or gender-based harassment. These examples are intended for general guidance and are not all-inclusive:

- Making jokes of a sexually explicit nature;
 - Unwelcome physical conduct, such as patting, pinching, or brushing against another's body;
 - Sexually oriented “kidding”, “teasing”, “practical jokes”, jokes about gender or specific traits;
 - Foul or obscene language or gestures;
 - Asking questions about an individual's sexual conduct, orientation or preferences;
 - Displaying sexually suggestive or obscene printed or visual material
 - Laughing at, ignoring, or not taking seriously an employee who experiences sexual harassment.
- Freedom from discrimination because of harassment on the basis of sex is protected under Ch. 49.60 RCW.**

2. Complaint Procedure

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, any employee, volunteer staff or patient who has a complaint in response to prohibited harassment by another OPCC **employee, board member, board member's family or volunteer staff, to include supervisors and co-workers**, must immediately report the matter to a Clinic Manager, the Executive Director, or the President of the Board of Directors. Individuals should not feel obligated to report their complaints to their supervisor before bringing them to the individuals listed. In any event, all such complaints will be reported to the President of the Board of Directors.

3. Policy

OPCC strongly urges the prompt reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Our policy is to investigate all such complaints thoroughly and promptly and to ensure that there is no retaliation against complainants or witnesses contacted in the course of investigations.

This policy will be posted at OPCC at all times.

To the fullest extent practicable, OPCC will keep complaints and terms of their resolution *confidential*. If an investigation confirms that harassment has occurred, OPCC will take prompt and effective remedial action, up to and including termination of the offender's employment, as appropriate.

I have read and understand the Sexual Harassment Policy. I further understand that compliance with all provisions of the Policy is mandatory. I have received a copy of the policy for my records.

Employee/Volunteer name (Please print) _____

Signature

Date _____