

UNLAWFUL DISCRIMINATION AND HARASSMENT

I. Our Commitment

We are committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, national origin, marital or veteran status, physical or mental disability, on-the-job injuries, age, sexual orientation, or any other legally protected status, unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. We are also ABSOLUTELY committed to providing a work environment that is free of ALL forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone — supervisors, coworkers, , or vendors.

All employees should be aware that no officer, manager or employee of UMCHS, regardless of position, has the authority to engage in any type of conduct or behavior which violates this policy or to condition any term, condition or privilege of employment on submission to any sexual conduct or behavior.

II. Reasonable Accommodation

If you believe you may need reasonable accommodation for a disability or time off from work because of your religious beliefs or practices, you should discuss the situation with your supervisor or Human Resources Department.

III. What Is Sexual Harassment?

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

This means no sexual or sexist language, jokes or innuendo; nude or obscene cartoons, drawings or photographs; profanity, whistling or cat-calling; staring or leering; pinching, patting, inappropriate touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

IV. What About Other Types Of Unlawful Harassment?

We want to maintain a working environment free from all forms of unlawful harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex, sexual orientation, or any other legally protected characteristic or status.

This means no “ethnic jokes;” religious slurs; use of offensive “slang” or derogatory terms, slurs or profanity denoting race, age, national origin, disability, etc.; mimicking one’s speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

V. How Do I Report Unlawful Harassment Or Discrimination?

If you believe that you have been harassed, witness or suspect any violation of this policy, you may report the matter to your supervisor, manager or to the next level of management. If you are uncomfortable doing so at those levels, regardless of the reason, you should report it directly to Human Resources. Please bring a coworker with you if that would make you feel more comfortable. No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention, for bypassing the chain of command, and/or for participating in any investigation.

All employees, supervisors and managers are required to support both the letter and spirit of this policy. To be effective, our commitment to providing a workplace free of hostile, offensive or intimidating behavior requires the support and example of UMCHS personnel in all positions, and most particularly those in positions of authority . . . and it also requires everyone to cooperate. The Human Resources Department is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as is possible under the circumstances.

Appropriate corrective action will be taken, up to and including termination, when violations have occurred. For further information, or to report any problems or complaints relating to discrimination or harassment, please talk with the Human Resource Director.

VI. What About Other Inappropriate Behavior?

This policy prohibits conduct and behavior that is either “unwelcome” or “unwanted” and has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment. Thus, UMCHS will take appropriate corrective action up to and including termination if an investigation results in the discovery of conduct or behavior that may not constitute some form of “unlawful” harassment or discrimination but was unwelcome, unwanted, and/or created such an environment.