



Policy # Anti-Harassment Policy

Purpose: Olympic Community of Health (OCH) strives to create and maintain a work environment in which people are treated with dignity, decency and respect, characterized by mutual trust and the absence of intimidation and exploitation. Employees, board members and contractors should be able to work and learn in a safe and stimulating atmosphere. OCH will not tolerate discrimination or harassment of any kind.

All employees and board members, regardless of their positions, are covered by and expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action may be taken against any person who violates this policy. If the harassment occurs with a contractor, partner, community member or any other member of the general public, OCH may take reasonable action to ensure a safe environment for all parties.

By signing this policy, employees and board members acknowledge that their behavior outside of the traditional workplace may be a direct reflection of OCH. Therefore, this policy applies to the situations outside of the normal workplace, including social events where more than one OCH employee or board member are present, or public social media posts that may be tied back to OCH.

If you experience or witness behavior that is in violation of this policy, please refer to the Anti-Harassment Procedure for the guidelines on how to report such behaviors.

Definitions:

OCH, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination: It is a violation of OCH's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination in violation of this policy may be subject to disciplinary measures up to and including termination.

Harassment: OCH prohibits harassment of any kind, including sexual harassment, and may take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, contractor, board member or any person working for or on behalf of OCH.

Sexual harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Courteous, mutually respectful, pleasant, non-coercive interactions between those covered by this policy that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment.

Retaliation: No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy may be subject to sanctions up to and including termination of employment.

Consensual Romantic or Sexual Relationships:

OCH strongly discourages romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person because such relationships may create compromising conflicts of interest or the appearance of such conflicts.

If any employee or Board member of OCH enters into a consensual relationship that is romantic or sexual in nature with an employee, Board member, contractor or contracting partner of OCH, the parties must notify the Director of Administration, Executive Director or other appropriate officer in accordance with the Anti-Harassment Procedure. Reporting such relationships is mandatory.

Alternative Legal Remedies:

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Acknowledgement of Receipt and Understanding of this Policy:

By signing below, I acknowledge that I have received and read the OCH Anti-Harassment Policy, that I understand the policy, and that I have addressed any questions that I had regarding the terms of this policy with the Director of Administration.

Employee Name

Date

Signature