Wake Forest Baptist Medical Center Harassment Policy

Effective: November 2011

POLICY

Wake Forest Baptist Medical Center is committed to maintaining a work and educational environment in which all are treated fairly and respectfully. The Medical Center will not tolerate sexual harassment or any form of harassment based on race, religion, age, gender, disability, sexual orientation or any other legally protected status.

SCOPE

Applies to Staff, Fellows, Faculty, Volunteers, Vendors, Patients, Visitors

DEFINITIONS

Sexual Harassment: Any unwelcome sexual advance, including requests for sexual favors and any verbal or physical conduct of a sexual nature

Harassment: Any unwelcome conduct based on race, religion, age, gender, disability or any other legally protected status, which creates an intimidating, offensive, abusive or hostile work environment

GUIDELINES

Harassment

Harassment of any kind is strictly prohibited. This includes any conduct that could interfere with an individual's work performance or could create an offensive environment. Examples of inappropriate behaviors include:

- Jokes, teasing or negative comments
- Displays of cartoons, pictures or other materials containing negative content, including electronic materials
- Vandalism
- Name calling or the use of "slurs" or other offensive language
- Adversely impacting an employee/faculty member's terms and conditions of employment based on race, religion, age, gender, disability or any other legally protected status
- Any other conduct that would make a reasonable person uncomfortable

Sexual Harassment

Sexual harassment (whether opposite sex or same sex) is strictly prohibited. This includes any conduct that could interfere with an individual's work performance or could create an offensive environment. Examples of inappropriate behaviors include:

- · Comments, jokes, or gestures of a sexual nature
- · Comments that demean other individuals because of their gender, even if not sexually provocative
- Physical conduct that is sexual in nature
- Unwelcome flirtation, sexual advances or propositions
- Displays of sexually explicit pictures or other materials, including electronic materials

- Promises of favorable treatment or threats of unfavorable treatment based on an employee/faculty member's response to sexual advances
- Adversely impacting an employee/faculty member's terms and conditions of employment based on the employee's response to sexual advances
- Any other conduct of a sexual or unwelcome nature that would make a reasonable person uncomfortable

Reporting Harassment

Every employee/faculty member has the duty to report harassment immediately so that the Medical Center can work to resolve the situation. Harassment should be reported when an employee/faculty member believes that he/she has personally been harassed or has observed someone else being harassed. This applies whether the alleged harasser is an employee, supervisor, manager, faculty member, visitor, patient or vendor with whom the Medical Center does business.

Reports of harassment should be made to the Employee Relations Department. The Medical Center will:

- Conduct a prompt and thorough investigation
- Discuss results with the complaining employee (where appropriate actions taken)
- Keep investigation and results as confidential as possible
- Take any necessary corrective action, if the complaint is verified

An employee/faculty member who believes the Medical Center has not met its obligations under this policy or is not satisfied with the way in which his/her report of harassment was handled should contact the Associate Vice President, HR Strategy and Operations, or the Vice President/Chief Human Resources Officer.

No Retaliation for Reporting Harassment

An employee/faculty member will not be punished for bringing a report of harassment to the Medical Center's attention or for cooperating in an investigation.

Related Links

Code of Conduct

Responsible Department:

Cheryl & Stock&

Human Resources

Review Cycle:

3 years

Approved By:

Cheryl E. H. Locke, Vice President and Chief Human Resources Officer