

HARBOR-UCLA MEDICAL CENTER

SUBJECT: HARASSMENT/HOSTILE WORK ENVIRONMENT PREVENTION

POLICY NO. 210

PURPOSE:

To prevent unlawful workplace harassment and threats/acts of violence in the workplace and to ensure that all workforce members of Harbor-UCLA Medical Center comply with the Department's harassment and Threat Management "Zero Tolerance" reporting requirements.

POLICY:

Harbor-UCLA Medical Center strictly prohibits unlawful harassment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, gender identity, gender expression, sexual orientation, age or any other protected activity. Such action will not be tolerated by any workforce member, and violation of this policy will result in appropriate corrective action which may include discharge or release from assignment.

All workforce members have a right to work in a safe environment that encourages workforce members to treat each other with dignity and respect and is free from any form of harassment. Degrading or humiliating remarks, jokes, slurs, forms of physical or psychological intimidation, or other harassing conduct is not acceptable in the workplace. The Department of Health Services (DHS) and Harbor-UCLA Medical Center have zero tolerance for any type of workplace harassment.

Harassment also includes incidents of workplace violence. Workplace violence includes robbery and other commercial crimes, stalking, violence directed at the Department, terrorism and hate crimes committed by workforce members. Workforce members are prohibited from possessing firearms or other weapons, explosive devices, or other dangerous materials while in the course and scope of performing their jobs.

Managers/supervisors must take complaints of alleged workplace harassment seriously and promptly investigate and report to Human Resources at the facility. Workforce members are protected by Federal and State laws from retaliation, intimidation, interference or discrimination for filing a complaint of harassment or assisting in an investigation of a complaint. There will be no retaliation against anyone who reports a violation of this policy in good faith. However, any workforce member who deliberately makes a false

EFFECTIVE DATE: 1989

SUPERSEDES:

REVISED: 1986, 8/89, 5/98, 3/05, 9/10, 11/13, 12/16, 9/19

REVIEWED: 1986, 1989, 10/92, 2/96, 5/98, 2/02, 11/13, 12/16, 9/19

REVIEWED COMMITTEE:

APPROVED BY:

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accusation will be subject to discipline. Moreover, reporting a violation does not protect individuals from appropriate disciplinary action regarding their own misconduct.

DEFINITIONS:

Unlawful Harassment: Unwelcome verbal, physical, or visual conduct based on a protected class (including sexual orientation) when the conduct culminates in a tangible employment action, or the conduct was sufficiently severe or pervasive to create a hostile work environment.

Hostile Work Environment: A work environment that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with a workforce member's work performance.

Examples of Unlawful Harassment:

- **VERBAL CONDUCT** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations, or comments.
- **VISUAL CONDUCT** such as derogatory or offensive posters, cartoons, drawings or gestures.
- **PHYSICAL CONDUCT** such as assault, blocking normal movement, or interference with work because of sex or other protected basis.
- **THREATS AND DEMANDS** such as submitting to sexual requests in order to maintain employment or avoid some other loss, and offers of job benefits in return for sexual favors.

PROCEDURE:

It is the responsibility of all workforce members to ensure harassment does not occur in the workplace. Any workforce member who observes, becomes aware, or believes that s/he has been the object of unlawful harassment or retaliation, a victim of workplace violence/threats, or is in a hostile workplace situation shall report any such action or activities to his or her manager/supervisor, Department Head, DHS, his or her Human Resources Office and the County Intake Specialist Unit (CISU). The CISU may be reached by phone at 1-855-999-CEOP (2367) or website: <https://CEOP.bos.lacounty.gov>. The CISU is located at **Kenneth Hahn Hall of Administration, 500 West Temple Street, Room #B-26, Los Angeles, CA 90012, Attn: Local Compliance Officer**, so the matter can be promptly investigated and appropriate corrective action taken.

Managers/Supervisors are responsible for promoting a work environment free from harassment in any form and for ensuring workforce members are made aware of the anti-harassment and zero tolerance policy.

Workforce members shall refer to Harbor-UCLA Medical Center, Policy #219 Sexual Harassment Prevention.

REFERENCES: DHS Policy No. 749
DHS Policy No. 792
Harbor-UCLA Policy No. 219