

# **SEXUAL HARASSMENT POLICY**

## **APPLICABILITY**

This policy is applicable to all employees, applicants for employment, and to those individuals or groups who have business with or use the resources of Nationwide Medical Staffing, Inc.

## **POLICY**

It is the policy of Nationwide Medical Staffing, Inc. as required by state and federal law to prohibit any form of sexual harassment. Anyone who engages in, or knowingly condones sexual harassment, shall be subject to disciplinary action.

## **DEFINITION**

### **Sexual Harassment of Employees**

1. Unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature when:
  - a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Prohibited sexual harassment may include actions by members of the opposite sex as well as members of the same sex. Prohibited sexual harassment may include actions that are overly sexual or facially neutral if such actions constitute gender-based discrimination.

## **PROCEDURES**

1. Nationwide Medical Staffing, Inc. is legally required to keep the workplace free of sexual harassment. Nationwide Medical Staffing, Inc. does not tolerate sexual harassment of any employee, applicant for employment, or individuals/groups who have business with or use the resources of Nationwide Medical Staffing, Inc. in accordance with state and federal laws. Any employee, applicant for employment, or individuals/groups who have business with or use the resources of Nationwide Medical Staffing, Inc. who believes that he/she has been the victim of sexual harassment by any manager, supervisor, coworker, individuals or groups who have business with or use the resources of Nationwide Medical Staffing, Inc., or

any other person in connection with his/her employment should report the problem as soon as possible.

2. Any employee, applicant for employment, or individuals/groups who have business with or use the resources of Nationwide Medical Staffing, Inc. who believes that he/she is the victim of sexual harassment should bring the problem immediately to the attention of the **EEO Liaison, Carol Bennett, Director of Operations & Marketing**.
3. Any employee, applicants for employment, or individuals/groups who have business with or use the resources of Nationwide Medical Staffing, Inc. who seek corrective action shall document all incidents as they happen with relevant details of the incident(s) and include the following:
  - a. names of all parties involved;
  - b. date(s);
  - c. time(s);
  - d. place or places of alleged incidents; and
  - e. witnesses, if any.
4. Anyone witnessing what is believed to be sexual harassment has an obligation to report the incident to the **EEO Liaison**.
5. All complaints are formal and must be investigated.
  - a. When a manager or supervisor knows or has reason to know that an incident of sexual harassment has occurred, or has been alleged to have occurred, in the workplace, he/she must advise **the EEO Liaison** of the allegations. A manager or supervisor will be subject to appropriate disciplinary action, up to, and including termination of employment, if he/she fails to act when he/she reasonably should have known that sexual harassment exists in the workplace.
6. A complaint does not need to be in writing to warrant the need for an investigation. Once a verbal complaint is received, the complainant may be asked to put the complaint in writing.
7. An employee, applicant for employment, or individuals/groups who have business with or use the resources of Nationwide Medical Staffing, Inc. involved in a sexual harassment incident shall be treated in a respectful manner that does not embarrass him/her or demean his/her dignity.

### **Retaliatory Conduct Prohibited**

Retaliatory action against anyone for opposing sexual harassment, complaining of sexual harassment and/or providing witness testimony is prohibited by state and federal

law, and shall be grounds for disciplinary action. Victims of such actions should report this behavior so that corrective action can be taken.

### **Disciplinary Sanctions**

Any employee who is found to have engaged in sexual harassment is subject to appropriate disciplinary action, up to and including termination and/or prosecution.

**Avenues of Recourse for Discrimination Complaints and Appeals** may be filed with the following agencies within the prescribed time frames.

**Pennsylvania Human Relations Commission** (*Within 180 calendar days of alleged occurrence*) [www.phrc.state.pa.us](http://www.phrc.state.pa.us)

Harrisburg Regional Office  
1101-1125 S. Front Street  
5<sup>th</sup> Floor  
Harrisburg, PA 17104  
717-787-9784  
(TTY) 717-787-7279

Philadelphia Regional Office  
110 North 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107  
215-560-2496  
(TTY) 215-560-3599

Pittsburgh Regional Office  
300 Liberty Avenue  
11<sup>th</sup> Floor  
Pittsburgh, PA 15222  
412-565-5395  
(TTY) 412-565-5711

**Equal Employment Opportunity Commission** (*Within 300 calendar days of alleged occurrence*) [www.eeoc.gov](http://www.eeoc.gov)

Philadelphia District Office  
801 Market Street, Suite 1300  
Philadelphia, PA 19107  
1-800-669-4000  
(TTY) 1-800-669-6820

Pittsburgh District Office  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA 15222  
1-800-669-4000  
(TTY) 412-395-5904

### **Distribution of Policy**

Nationwide Medical Staffing, Inc.'s Sexual Harassment policy shall be distributed **in employment packets and posted on the company's website**