

Anthony Medical & Chiropractic

SUBJECT: HARASSMENT	Effective: Immediately
POLICY NUMBER: AMC-1.7003	Review Date: 3-1-2021
PREPARED BY: Human Resources	Revision Date:

CLASSIFICATION: All Employees of Anthony Medical & Chiropractic

POLICY:

This policy has been created to state the company position regarding Harassment.

OBJECTIVE:

The purpose of this policy is to establish our zero-tolerance position to harassment in all forms within the workplace as it relates employees, vendors, business partners, suppliers, contractors, agents or representatives of our company, our services, and our patients.

ASSIGNMENT:

For all professional, patient-related, peer to peer, and employee communications/interactions, both direct and indirect in nature to promote a safe, harassment-free environment at Anthony Medical & Chiropractic.

DEFINITION:

Harassment is generally defined as unwelcome verbal or non-verbal conduct that denigrates or shows hostility or aversion toward a person, which affects the person's employment opportunities and/or benefits that has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

SCOPE OF POLICY:

1. Anthony Medical & Chiropractor Center is a zero-tolerance organization for any and all forms of harassment.
2. It is an expectation that all experienced or witnessed harassment be reported to your: a) immediate supervisor, b) manager, c) Human Resources.
3. Any person making a report of harassment will have their identity remain confidential unless determined otherwise to further the details of the investigation on a need-to-know basis.
4. All information will be held confidentially in order to protect the individual(s) reporting incident as well as the individuals involved until an investigation can be completed.

5. Human Resource will investigate all claims of harassment in an unbiased manner to bring forth resolution that is researched completely, using any additional resources required, to appropriately vet all claims.
6. Upon a completion of the investigation, any corrective actions determined to be taken will be appropriately assigned to the person(s) identified per the investigation.
7. Anthony Medical & Chiropractic, based on the nature and severity of the verifiable claim(s) may take immediate action up to and including termination.

HARASSMENT RESOLUTION:

If you are being harassed, whether by a colleague, patient or vendor, you can choose to talk to any of these people:

- **Offenders.** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the harassment.

This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.)

- **Your manager.** If a patient or team member is involved in your claim, you may reach out to your manager. Your manager will assess your situation and may initiate resolution, or, contact HR for assistance, if appropriate.
- **Human Resources.** At any time, you can reach out to HR for assistance for any case of harassment no matter how minor it may seem. For your safety, contact HR as soon as possible in the event of serious harassment (e.g. bullying or violent behaviors) or if your manager is involved in your claim.

The company will promptly investigate all allegations of Harassment and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

Any employee who feels that he or she has been harassed or has witnessed or become aware of any of these in violation of this policy, should bring the matter to the immediate attention of the company.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Harassment in any form will not be tolerated at Anthony Medical & Chiropractic. We will use all internal and legal means available to the organization to protect our employees from any and all harassment.