

# Anthony Medical & Chiropractic

<b>SUBJECT:</b> INAPPROPRIATE LANGUAGE	<b>Effective:</b> Immediately
<b>POLICY NUMBER:</b> AMC-1.7008	<b>Review Date:</b> 3-1-2021
<b>PREPARED BY:</b> Human Resources	<b>Revision Date:</b>

**CLASSIFICATION:** All Employees of Anthony Medical & Chiropractic

**POLICY:**

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

**OBJECTIVE:**

The purpose of this policy is to establish our zero-tolerance position regarding Inappropriate Language 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, environment free of Inappropriate Language at Anthony Medical & Chiropractic.

**DEFINITION:**

Inappropriate language in the workplace can be defined as ill-advised language and word choices that can include, stories, jokes, offensive communications (verbal, written, or electronically transmitted), vulgarities, name calling, inappropriate signage, and/or verbal disruptions in the workplace.

**SCOPE OF POLICY:**

1. Anthony Medical & Chiropractor Center is a zero-tolerance organization for any and all forms of Inappropriate language.
2. It is an expectation that all experienced or witnessed Inappropriate language be reported to your: a) immediate supervisor, b) manager, c) Human Resources.
3. Any person making a report of an Inappropriate language 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. If you find that you are involved in a situation with an employee, provider, or patient that has elevated to this level, immediately remove yourself for the conversation and report the occurrence immediately to leadership.
6. Human Resource will investigate all identified Inappropriate language claims in an unbiased manner to bring forth resolution that is researched completely, using any additional resources required, to appropriately vet all claims.
7. 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.
8. Anthony Medical & Chiropractic, based on the nature and severity of the verifiable claim(s) may take immediate action up to and including termination.

Anthony Medical & Chiropractic will not tolerate any staff member being verbally violated, demeaned, or spoken to in a manner inconsistent with our expectations of professionalism from any employee, provider, or patient.