Sexual harassment exists when individuals with power over an employee’s employment require sexual favors in return for job benefits. It also exists where an employer tolerates an abusive work environment that alters the conditions of the employee’s employment or interferes with job performance based upon sex.

This is a list of prohibited conduct in the workplace these examples are intended to be illustrative and are not all-inclusive. Any individual may be subject to disciplinary action up to and including termination for engaging in any single prohibited offense.

* Allowing unwelcome flirtations, engaging in sexual banter or sexual advances or propositioning, even if this conduct was initially welcomed or initiated by the objecting employee
* Jokes, taunts, comments which demean, offend or degrade individuals or categories of individuals because of sex
* Offensive, abusive, unwarranted or uninvited touching, hand holding, fondling, bodily contact, or any sexually motivated physical contact
* Conversations and comments about sex including but not limited to your own sexual activities and experiences and those of other employees
* The implication or threat to an applicant or employee that cooperation of a sexual nature or refusal thereof, will have any effect on that individual’s employment, assignment, compensation, advancement, career development or any other term of condition of employment
* Making sexual innuendos in the workplace and/or using language which is sexually oriented, sexually explicit, sexually suggestive and/or obscene
* Use of vulgar, or obscene language or jokes, or other wise making graphic, degrading, disparaging or demeaning comments or remarks about an individual or his/her appearance
* Comments regarding another employee’s body or anatomy or making sexual gestures
* Blocking the movements of any other employee
* Displaying or possessing sexually suggestive or obscene written materials, magazines, calendars, objects, pictures, memorabilia, posters, caricatures, cartoons or symbols
* Accessing pornographic or sexual sites on University Animal Hospital computers
* Transmitting pornographic and sexual communications on University Animal Hospital computers
* Making or threatening reprisals after a negative response to sexual advances

Reporting Incidents of Sexual Harassment

All reported incidents of harassment will be investigated in a timely manner. To the extent practicable, our investigation will be confidential with due regard for the sensitive nature of such complaints.

Any employee who is the subject of harassing behavior should immediately report it to one of the members of the management team or directly to the Hospital Director. If possible the employee should also submit a written report so that INGLESIDE ANIMAL HOSPITAL can have complete, properly documented information. Employees can be assured no employee will suffer retribution or reprisal for raising concerns or reporting incidents of sexual harassment.

Likewise, any person not a victim of such harassment who becomes aware of the possible sexual or other harassment should promptly contact one of the members of the management team or the Hospital Director so that all appropriate steps can be taken to promote an atmosphere free of harassment.

If the results of the investigation show that an individual engaged in prohibited activities that person(s) will be subject to appropriate disciplinary steps up to and including immediate termination of employment regardless of the individual’s position with INGLESIDE ANIMAL HOSPITAL.

Anti-Retaliation

All employees of INGLESIDE ANIMAL HOSPITAL are to be treated fairly, with dignity and respect. It is the philosophy of our hospital that employees should work in an environment free of discrimination, harassment or verbal, physical abuse. Any complaints will be investigated fully and the appropriate action taken. INGLESIDE ANIMAL HOSPITAL will not retaliate against employees for making these complaints or bringing possible harassment or policy infractions to the hospital’s attention. All reports will be maintained in confidence to the extent practicable. INGLESIDE ANIMAL HOSPITAL will conduct a thorough and unbiased investigation of all reports.

INGLESIDE ANIMAL HOSPITAL will not allow employees to retaliate against other employees who have made complaints. Any retaliation will be strongly dealt with, discipline up to termination of the one who retaliates.

Retaliation should be reported to any member of the management team or the Hospital Director.

Employee signature:

Date: