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<b>SUBJECT:</b>	Non-Harassment/Discrimination
<b>POLICY NO:</b>	VIII:12
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 2
<b>EFFECTIVE DATE:</b>	July 1, 1989
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) is committed to providing a working environment free of harassment and discrimination. In accordance with guidelines issued by the Federal Equal Employment Opportunities Commission (EEOC) and Minnesota Department of Human Rights, it is the policy of HHRI to prohibit harassment and discrimination in the workplace.

Discrimination is defined as treating an individual or a group of individuals adversely because of race, color, creed, religion, national origin, gender, age, disability, protected veteran status, marital status, sexual orientation, familial status or public assistance status, or using a test, standard or employment practice that has the effect of illegally excluding or screening out a protected class.

Harassment is defined as any unwelcome verbal, physical or visual conduct (including written and electronic communications) that tends to belittle or provoke, and includes jokes, gestures and derogatory remarks on the basis of race, color, creed, religion, age, gender, national origin, sexual orientation, disability, protected veteran status, marital status, familial status, public assistance status or any other protected class status.

Sexual harassment has been defined by the Equal Employment Opportunity Commission as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual; or (3) 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." Such conduct will not be tolerated by HHRI. Any offending employee will be subject to immediate discipline up to and including immediate discharge.

Sexual harassment may include such actions as:

1. Sexually oriented verbal or physical joking or abuse
2. Subtle or overt pressure for sexual activity
3. Physical touching such as patting, pinching, or repeated brushing against another's body
4. Demands for sexual favors that affect an individual's employment status or work performance or that create an offensive work environment.

This policy applies to all employees, whether related to conduct engaged in by fellow employees or by others (e.g. outside vendors, visitors, study participants, etc.). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

II. PROCEDURE:

To ensure that the above policy is properly implemented, the following procedure has been established and is the authorized administration of the above policy:

- A. Employees who experience harassment in the workplace should make it clear that such behavior is offensive to them. If the offending behavior does not immediately and permanently cease, the employee should promptly report the matter to his/her supervisor/manager or to the HHRI Human Resources Department. If an employee is harassed by his/her supervisor, the employee should report the matter to the HHRI Human Resources Department.
- B. Harassment between supervisor/manager and subordinates may be grieved through the appropriate grievance procedure (See Policy IX:10 Grievance Procedure).
- C. Any person making a good faith complaint of harassment will not be subject to retaliatory actions by co-workers or supervisors. Any person who receives such retaliation shall report it to their supervisor or to the HHRI Human Resources Department. Any employee found to have harassed another employee because the employee made a report of harassment shall be subject to immediate discipline up to and including termination.
- D. All complaints of harassment will be immediately and thoroughly investigated and appropriate disciplinary action will be taken. The disciplinary action will depend upon the findings of the investigation and upon the severity of the complaint. In those cases where the investigative findings are substantiated, the procedures below will be followed:
  1. The first substantiated complaint about harassment against an employee will result in a written warning, possible immediate suspension and/or immediate termination depending on the seriousness of the offense.
  2. The second substantiated complaint about harassment against an employee will result in dismissal.
  3. HHRI will take immediate and appropriate corrective action with respect to those persons in violation of this policy.
  4. HHRI will not tolerate false accusations of harassment or discrimination. Employees making false claims that are intended to harass or embarrass others may be subject to corrective action, up to and including termination.

### III. RESPONSIBILITY:

It is the policy of HHRI to listen objectively to any complaint, promptly and thoroughly investigate all complaints, take disciplinary/corrective action where considered appropriate, and assure that any complainant will not be subject to any form of retaliation.