SCOPE: All Company-affiliated subsidiaries including, but not limited to hospitals, ambulatory surgery centers, outpatient imaging centers, physician practices, HealthTrust Workforce Solutions, Corporate Departments, Groups, and Divisions (collectively, “Affiliated Employers” and individually, “Affiliated Employer”).

PURPOSE: To define sexual harassment, outline responsibilities and requirements for reporting violations of this policy, and to ensure treatment in accordance with the mission and values of the organization and compliance with federal, state and local regulations and statutes.

DEFINITIONS:

RESPONSIBILITIES: Colleagues have the right to work in an environment free of harassment and disruptive behavior. Sexual harassment will not be tolerated. Sexual harassment may include any unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, especially where:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
c. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Behaviors that engender a hostile or offensive work environment will not be tolerated. These behaviors may include but are not limited to offensive comments, jokes, innuendoes, and other sexually-oriented statements, printed material, material distributed through electronic media, or items posted on walls or bulletin boards.

The interpretation of this or any Human Resource policy rests with the Human Resource Department which reserves the right to modify, change or discontinue the policy at any time.

REQUIREMENTS: Each member of management is responsible for creating an atmosphere free of sexual harassment. Further, each employee is responsible for respecting the rights of coworkers.

If an employee experiences any conduct or activity that is reasonably believed to be considered sexual harassment, the employee should promptly report the incident to the employee’s supervisor, who will investigate the matter and take appropriate action, including reporting it to the Human Resources Department. If an employee believes it would be inappropriate to discuss the matter with the employee’s supervisor, the employee may bypass the employee’s supervisor and report it directly to the Human Resource Business Partner. An employee may also call the Ethics Line at 1-800-455-1996. The complaint will be kept confidential to the maximum extent possible.

If it is determined that an employee is guilty of sexual harassment of another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation is prohibited.
# DEPARTMENT: Human Resources

**POLICY DESCRIPTION:** Sexual Harassment

**PAGE:** 2 of 2

**REPLACES POLICY DATED:** 4/1/98, 11/1/09, 11/1/12, 1/15/13, 6/1/14, 1/1/15

**EFFECTIVE DATE:** November 1, 2016

**REFERENCE NUMBER:** HR.ER.024 (formerly HR.OPO.014 and HR.201)

**APPROVED BY:** Ethics and Compliance Policy Committee

**DIVISION/LOB/ENTERPRISE:** Enterprise-Wide

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**DISCLOSURE:**

If there is any conflict between the information in this policy and a Collective Bargaining Agreement (CBA), the CBA prevails for covered employees.

**REFERENCED POLICIES:**

1. Title VII of the Civil Rights Act of 1964, as amended
2. Code of Conduct
3. Discipline, Counseling and Corrective Action, HR.ER.008
4. Equal Employment Opportunity, [HR.ER.013](#)

**WORK INSTRUCTIONS:**

1. How to immediately report harassment

**PROCESS MAPS:**

1. To be completed at a future date

11/2016