



Pikes Peak Respite Services  
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## **\*\*Pikes Peak Respite Services\*\***

### **\*Hostile Work Environment Policy\***

#### **\*\*Purpose:\*\***

Pikes Peak Respite Services is dedicated to fostering a safe, inclusive, and professional work environment for all its employees, providers, and parents. Given the nature of our services, we understand and acknowledge that the times we operate in can be particularly stressful. Nevertheless, it is of utmost importance that we maintain an atmosphere of mutual respect and understanding, free from any form of hostility or abuse.

#### **\*\*Policy Statement:\*\***

1. **\*\*No Tolerance for Hostile Behavior\*\***: Pikes Peak Respite Services strictly prohibits any actions, words, jokes, or comments based on an individual's race, gender, sexual orientation, religion, age, disability, or any other protected characteristic that could be viewed as hostile or offensive.
2. **\*\*Avoidance of Violence and Abuse\*\***: There is absolutely no justification for violent or abusive behavior towards administrative staff, providers, parents, or any other affiliated individual. Any such behavior will result in immediate action, up to and including termination, discharge of services, and legal actions if warranted.
3. **\*\*Reporting Mechanism\*\***: Any employee or associate who feels they have been a victim of a hostile work environment is encouraged to immediately report the incident to their immediate supervisor or Human Resources. All complaints will be treated with utmost confidentiality and promptness.

4. **Protection Against Retaliation**: Pikes Peak Respite Services ensures that there will be no retaliation against individuals who report hostile behaviors or assist in the investigation of such reports.

5. **Resolution Procedures**: All reported incidents will be investigated promptly and thoroughly. Should an investigation determine that a violation of this policy has occurred, appropriate remedial measures will be taken..

6. **Continuous Review**: This policy will be reviewed and updated periodically to reflect the evolving needs and challenges of our organization.

**Responsibility**:

All members of Pikes Peak Respite Services are expected to uphold this policy and actively work towards maintaining a harmonious work environment. Managers and supervisors are especially tasked with monitoring their respective areas for any signs of hostility and ensuring that the policy is implemented consistently.

**Conclusion**:

The commitment to a safe and hostile-free work environment starts at the top and is the responsibility of all. By adhering to the principles and guidelines laid out in this policy, together, we can ensure a harmonious and productive work atmosphere for all members of Pikes Peak Respite Services.

In short: We all realize how frustrating days and technology can be at times. Be nice, there is nothing we all can't get through together.

*Beverly Seemann*, Chief Executive Officer