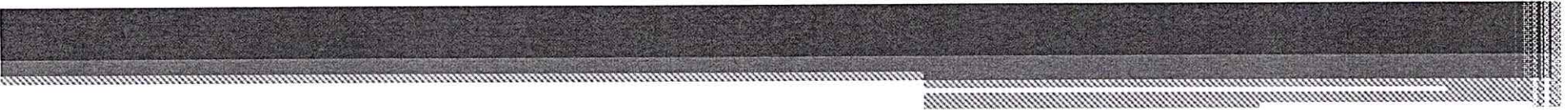


HCGH Annual Training:

Sexual Harassment



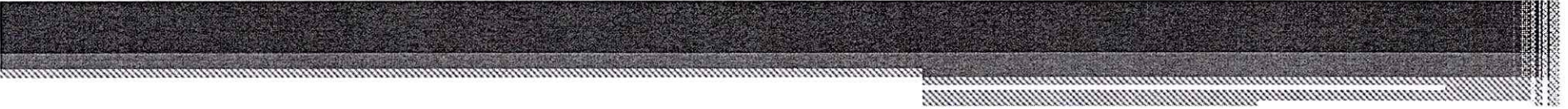
In this training you will learn:

- Information about what sexual harassment is;
- Options available to report allegations of sexual harassment;
- Penalties for sexual harassment, false reporting, and interfering with, obstructing, or failing to cooperate with a sexual harassment investigation;
- The responsibilities of the Hospital, supervisors, and employees.



2019 Workplace Transparency Act

- Amended the Illinois Human Rights Act
- Requires employers to provide annual sexual harassment training to ALL employees.



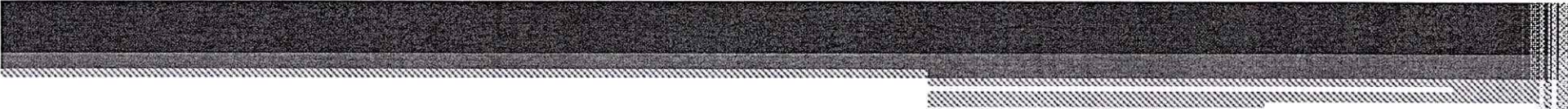
Sexual Harassment is Prohibited

But what is sexual harassment?



Illinois Human Rights Act

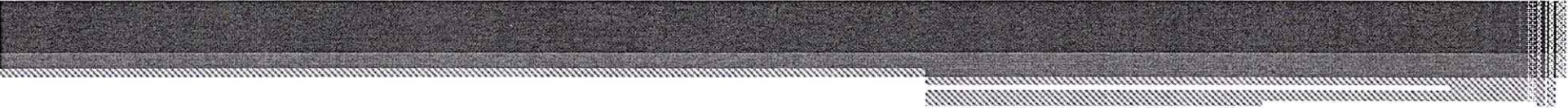
- Defines sexual harassment as any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:
 - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



Two types of Sexual Harassment

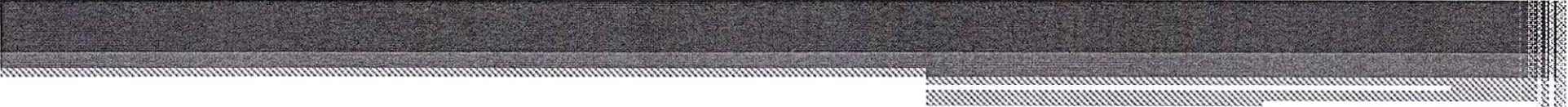
Quid pro quo

Hostile work environment



Quid pro quo

- “You do something for me, and I’ll do something for you”
- Subtle or direct requirement of a sexual or social relationship as part of your job, such as:
 - Determinant in wages, promotion, references or working conditions



Hostile work environment

- May occur when unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.



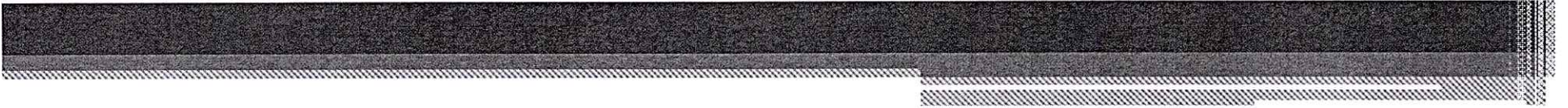
Sexual Harassment includes:

- Unwanted, deliberate or repeated sexual behavior, such as:
 - Displays of sexually suggestive objects, signs, magazines, or pictures
 - Sending sexually suggestive emails or text messages to persons who do not want this attention



“Working environment”

- Is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship
 - Ethics Act, 5 ILCS 430/5-65(b)



Conduct that can constitute

Sexual Harassment:



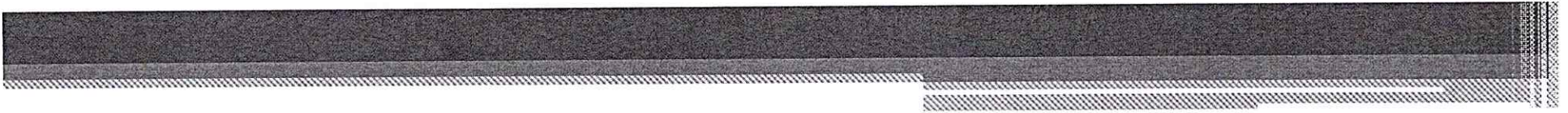
Verbal

- Sexual innuendos
- Suggestive comments
- Insults
- Humor, jokes, or teasing about sex, anatomy or gender-specific traits
- Sexual propositions
- Threats
- Repeated requests for dates
- Referring to an adult as a “girl,” “hunk,” “doll,” “babe,” “honey,” or other similar term



Non-Verbal

- Suggestive or insulting sounds (whistling)
- Leering
- Obscene gestures
- Sexually suggestive bodily gestures
- “Catcalls”, “smacking”, or “kissing” noises



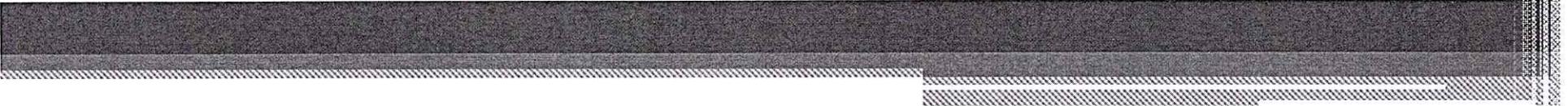
Visual

- Posters
- Signs
- Pin-ups or slogans of a sexual nature
- Viewing pornographic material or websites



Physical

- Touching
- Unwelcome hugging or kissing
- Pinching
- Brushing the body
- Any coerced sexual act
- Actual assault



Textual/Electronic

- Sexting (electronically sending messages with sexual content including pictures and video)
- The use of sexually explicit language
- Harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, logs, instant messages and social network websites like Facebook and Twitter)



Non-sexual conduct

- Non-sexual conduct can be a violation of the law when the conduct is directed at the victim because of their gender



Examples of conduct that may be Sexual Harassment

- Actual or attempted rape or sexual assault
- Pressure for sexual favors
- Deliberate touching, leaning over, or cornering
- Turning work discussions to sexual topics
- Asking about sexual fantasies, preferences, or history
- Sexual comments about a person's clothing, anatomy, or looks
- Telling lies or spreading rumors about a person's personal sex life
- Neck and/or shoulder massage



Gender is irrelevant

- Both men and women can be victims of sexual harassment.
- The harassing behavior may be by someone of the opposite gender or by someone of the same gender.
- Men can sexually harass other men, and women can sexually harass other women.



Sexual Harassment and third parties

- The victim of sexual harassment does not have to be the person the behavior is directed towards.
- Anyone affected by the offensive conduct can be a victim (someone who overhears or witnesses the offensive conduct).



When does something become
Sexual Harassment?



The behavior is unwelcome

- Sexual conduct becomes sexual harassment when the behavior is unwelcome.
 - Behavior may be unwelcome in the sense that the victim did not solicit or invite it
 - In the sense that the victim regarded the conduct as undesirable or offensive



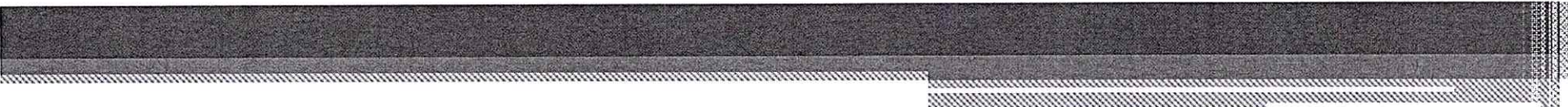
Sexual Harassment is not limited to co-workers

- People who are not employed at HCGH such as patients, vendors, and delivery people
- Non-employees can violate sexual harassment laws, rules, and policies.
- Non-employees can also be victims of sexual harassment.



Sexual Harassment is limited to “in person”

- Sexual Harassment can involve activities online or through electronic media, even when off site or “off the clock.”
- Behaviors that constitute unwelcome sexual conduct can come through
 - E-mail
 - Cell phone
 - Text
 - Internet or intranet posting
 - Online comments



Behaviors that constitute unwelcome sexual conduct can come through

- E-mail
- Cell phones or text
- Internet or intranet posting
- Online comments
- Blog posts
- Social media
 - Facebook
 - Twitter
 - LinkedIn
 - YouTube
 - Snapchat
- Other electronic media include:
 - Requests/demands for sex
 - Sexually graphic or inappropriate pictures
 - Sexually graphic or inappropriate videos
 - Sexually offensive language or comments
 - Unwanted flirting
 - Unwanted requests for dates
 - Cyber stalking

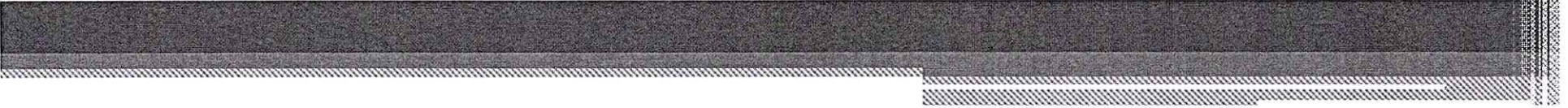


Reminder about use of Hospital resources



Examples of Hospital Resources

- Hospital e-mail account
 - Hospital telephones
 - Hospital computers
 - Hospital networks
- Employees should have no expectation of privacy when using Hospital resources!



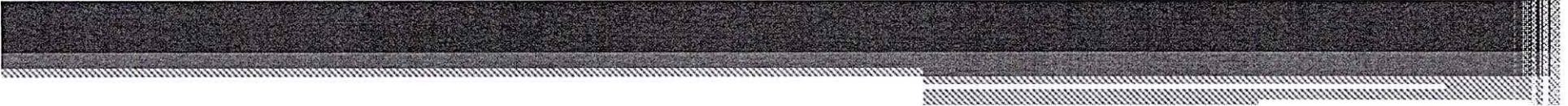
Hospital email

- Hospital employees are provided with Hospital-administered email accounts where only matters related to official Hospital business should be discussed
- Matters of a personal nature, or other matters not related to official Hospital business, should generally not be discussed using an official Hospital email account.



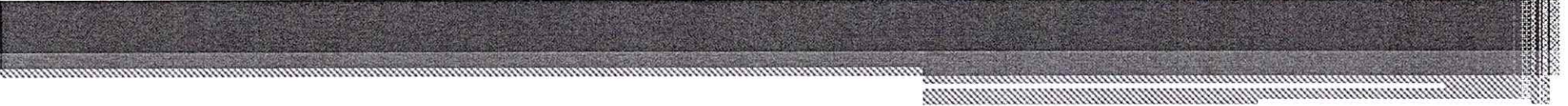
Hospital computers and networks

- Hospital computers and wireless networks should not be used to access, view, or download images, videos, or other content of a sexual nature.



Hypothetical

Situations



Example #1

J and D are coworkers at the Hospital who work in the same department.

J has a Facebook account that is not private and posts images of their favorite model, topless. J and D have never had any discussions about the Facebook posts. D, who follows J on Facebook, saw the posts, finds the images offensive, and has reported it to HR.

Question: Is J sexually harassing D?

- Yes
- No

Example #1

Answer:

No. While this behavior would not be appropriate in the workplace, on these facts this behavior outside the office and unrelated to J's Hospital work, does not constitute sexual harassment.

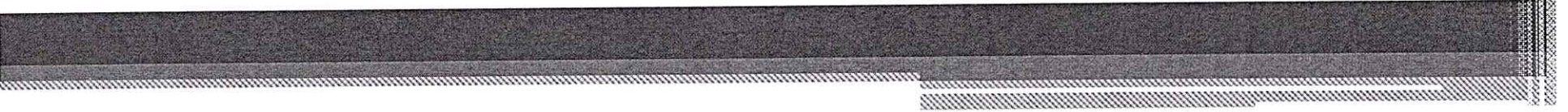
Viewing J's Facebook account is not a term or conditions of D's employment. Viewing J's Facebook account is not used as a basis for an employment decision regarding D. D does not indicate that the conduct had the purpose or effect of substantially interfering with D's work performance or creating an intimidating, hostile, or offensive work environment.



Note

Hospital employees need to be mindful of their social media presence and the proper use of Hospital resources, and that conduct does not need to occur in the workplace to constitute sexual harassment.

Can you think of how J's behavior outside of work or "off the clock" could create an offensive work environment for a coworker?



Example #2

D and J work in the same department. D and J befriend each other and exchange cell phone numbers. J starts to send D sexually explicit pictures (naked) via text. D finds the pictures of J unwelcome and offensive. D tells J to stop, but J continues to send these types of pictures via text.

Question:

Is this sexual harassment, and if so, what kind is it?

- No
- Yes, it is quid pro quo
- Yes, it is a hostile work environment

Example #2

Answer

Yes, this is sexual harassment that creates a hostile work environment.

A hostile work environment occurs when conduct (1) is sexual in nature; (2) is unwelcome; and (3) is intended to or does:

- (A) substantially interfere with work performance or
- (B) creates an intimidating, hostile, or offensive work environment.

It is not quid pro quo sexual harassment because there was no indication that (1) J is D's supervisor or superior; or (2) J was expecting to engage D in any sort of sexual behavior in exchange for a work benefit or to avoid something punitive at work.



Note

D told J to stop, but J continued to send D offensive material. This displays a pattern of sexual harassment. It does not matter that J sent the texts or D received them when they weren't at work or were "off the clock."

Example #3

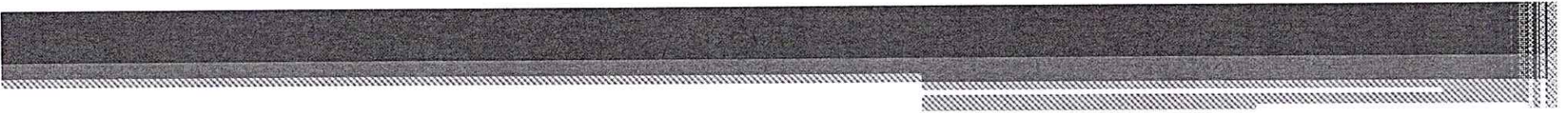
J and D are coworkers at the Hospital. J has a Facebook account that is not private. J recently went on a vacation and posted pictures of J in swim attire.

D, who follows J on Facebook, made sexually explicit comments about J's body on J's vacation pictures on Facebook. J told D that the comments were unwelcome and to stop. D then made even more offensive posts on J's Facebook page. D also made sexual comments about J's body in the workplace, both to J and about J to other people. J tries to avoid D at work now.

Question:

Is D sexually harassing J?

- No
- Yes



Example #3

Answer

Yes, D is sexually harassing J. D is creating a hostile work environment for J.

When D first made comments about J's body, those comments may have constituted unwelcome sexual conduct that WAS NOT sexual harassment. J took the step to ask D to stop, but J continued anyway. REPEATED inappropriate comments inside and outside the workplace that affect J's ability to perform J's work can become sexual harassment.

Example 4#

Building on Example #3, W is a coworker of D and J at the Hospital.
D makes comments about J's body to W.

Question:

Is D sexually harassing W?

- No
- Yes
- It Depends

Example #4

Answer

It depends. Unwanted sexual comments about someone else can still be sexual harassment. It can still create a hostile work environment.

If the comments are sexual in nature; are unwelcome; and are intended to or do substantially interfere with W's work performance or create an intimidating, hostile or offensive working environment for W, then D has created a hostile work environment and is sexually harassing W.



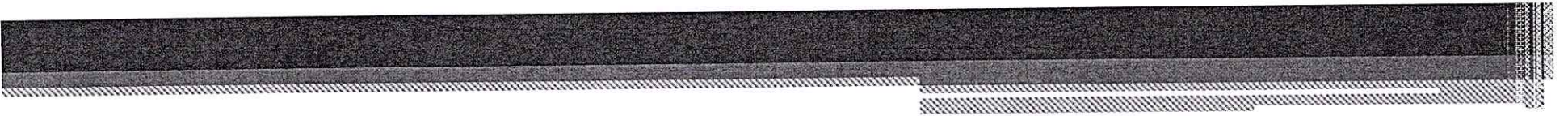
What to do if you

Experience or witness unwelcome sexual conduct



What to do?

- There are many different variations of unwelcome sexual conduct.
- Some types of conduct are clearly sexual harassment, such as if a supervisor threatens that an employee's job is on the line if they do not engage in sexual conduct.
- Other types of conduct may feel like more of a “gray zone,” where you or a coworker feel uncomfortable or do not welcome the behavior, but you are not sure whether it is sexual harassment or what to do about it.
- **Even if sexual conduct is not sexual harassment, that doesn't mean it belongs in the workplace.**
- The actions you choose to take may depend on what type of conduct you are experiencing. Next are some options for addressing unwelcome sexual conduct and how to report it.



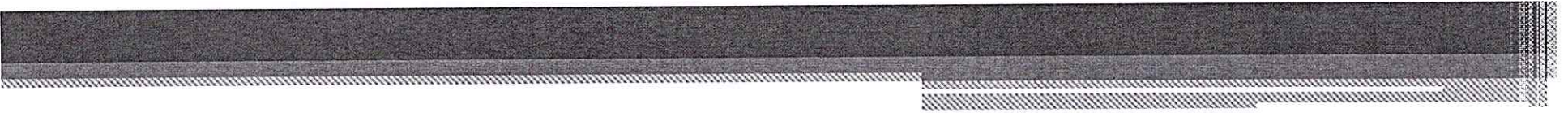
What should you do about

Unwelcome conduct of a sexual nature, even if you don't think it is "sexual harassment"?



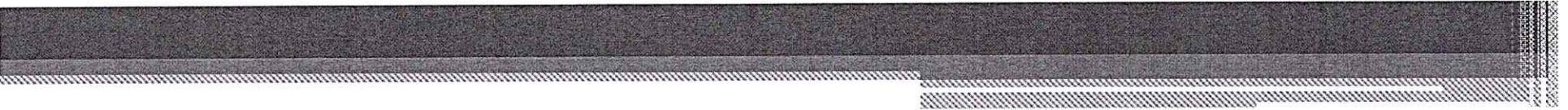
You should tell the person to stop the unwelcome behavior

- If conduct of a sexual nature is happening around you, but not directed toward you, that can be part of a hostile work environment. You should speak up if it is unwelcome, or if you think the conduct could interfere with another individual's work performance or could create an intimidating, hostile, or offensive working environment.
- For instance, if a group of colleagues gathers at a nearby co-worker's desk and share sexual stories that others can overhear, you can tell the colleagues that others can hear their conversations and that the sexual commentary should stop.



What to do?

- It is a good idea to report the incident or conduct to your supervisor, who should know the Hospital's complaint process if you wish to file a formal complaint.
- Your supervisor also may be positioned to address problematic conduct, even if that conduct is not yet at the level of creating a hostile work environment.



If you are a witness to sexual harassment or unwelcome conduct of a sexual nature:

1. You should report it (more on the options for reporting in a minute).
2. You can tell the person to stop the unwelcome behavior.

Whether you personally

Experience or are a witness to sexual harassment, you should report the incident!



Reporting an Allegation

Of Sexual Harassment



Reporting an allegation

- The choice on how to report an allegation of sexual harassment is a personal one, and these options are not mutually exclusive.
- A Hospital employee may pursue one or more than one of the reporting options described below.
- Please be advised that these various options trigger different procedures and offer different rights and remedies to a Hospital employee who makes an allegation.



You may be asked to provide information about what you have reported or witnessed

- If a report about sexual harassment is made or if sexual harassment appears to be happening, HR or the Corporate Compliance Office or someone they designate may want to interview you.
 - All employees are required to cooperate in such investigations, including by providing complete and truthful information.
- If a person subjected to harassment files a “charge” with the Illinois Department of Human Rights, they will give evidence through IDHR’s process.
 - They may list witnesses, who may be asked to give testimony or evidence as part of the IDHR process.

Example #5

W is a coworker of D and J at the Hospital. D makes sexually explicit comments about J to W. J has asked D to stop talking about J's body to other people, but D has been making the comments for weeks.

Question

Who can report D's comments?

- A. J, because the comments are being made about J.
- B. W, but only if W is personally offended by the comments and the comments are making it hard for W to concentrate and do a good job at work.
- C. W, but only if J says W can report the comments.
- D. J, W, or anyone who overhears the comments or finds out about them.

Example #5

Answer

- D. J and W can each report D's sexual comments. Anyone else who overhears the comments or finds out about them can report.
- W should report the comments.
 - Anyone who witnesses, overhears, or learns of this type of conduct should report it.
 - A person does not need to be the target of the comments to report them.
 - A person does not need to be personally offended by the comments to report them.
 - A person's own work does not need to be impacted to report.
 - A witness does not need to seek permission to report from the person who is the target of the conduct.



All Hospital employees have an
obligation to report potential sexual
harassment



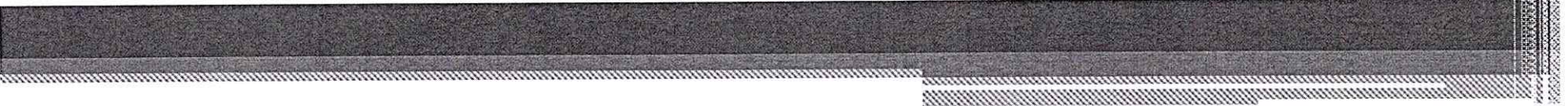
Three main options for reporting:

1. Illinois Sexual Harassment and Discrimination Helpline
2. Illinois Department of Human Rights
3. Within the Hospital-Supervisor, HR or Corporate Compliance Office



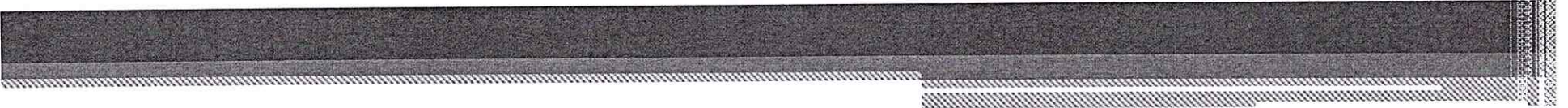
Illinois Sexual Harassment

And Discrimination Helpline



Illinois Sexual Harassment and Discrimination Helpline

- 877-236-7703
- Monday through Friday 8:30 am – 5:00 pm
- Callers will learn
 - Their options for reporting sexual harassment and discrimination.
 - Can be transferred to or request a call back from an agency.
 - Can file an anonymous report.



Illinois Sexual Harassment and Discrimination Helpline

- Callers are offered assistance in finding necessary resources including legal and counseling assistance.
- Information given to the call center is confidential and not subject to disclosure through the Freedom of Information Act.



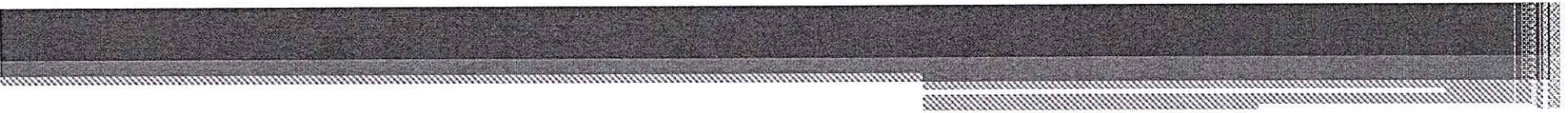
Illinois Department

Of Human Rights



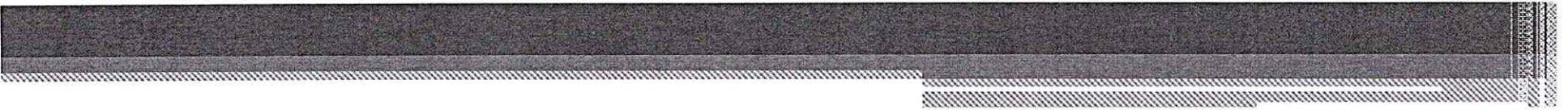
Illinois Department of Human Rights

- “IDHR” is a State agency that administers the Illinois Human Rights Act.
- The Illinois Human Rights Act prohibits sexual harassment in employment, and it is a civil right violation “[f]or any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment.” 775 ILCS 5/2-102(D).



Illinois Department of Human Rights

- One of IDHR's important roles is to investigate "charges"-or formal complaints-of discrimination, including allegations of sexual harassment in employment.
- The person who files the charge (or makes the complaint) is called the "complainant."
- After the investigation, IDHR prepare a written report with a recommendation on whether or not there is "substantial evidence" of a violation of the Illinois Human Rights Act.



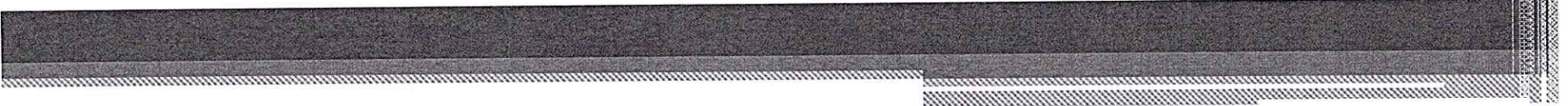
Illinois Department of Human Rights

- A finding of “**substantial evidence**” by IDHR means that there is enough evidence to take the case before an administrative law judge at the Illinois Human Rights Commission (“HRC”), a separate State agency that conducts public hearings. During this process, IDHR facilitates opportunities to resolve the allegation through settlement, such as in mediation.
- After IDHR issues its findings:
 - A complainant may file a lawsuit in civil court, or
 - If IDHR found “substantial evidence,” the complainant may file a complaint with the HRC.



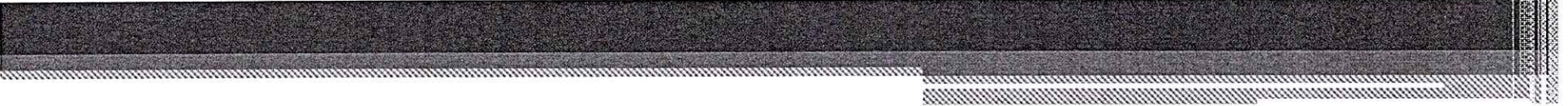
Illinois Department of Human Rights

- If a complainant files a lawsuit or complaint, either the court or the HRC will hear testimony, receive evidence, and determine whether unlawful discrimination or harassment occurred.
- In August 2018, the Human Rights Act was amended to allow individuals to opt-out of IDHR's investigation and go directly to Circuit Court within 60 days of receiving a notice from IDHR. For more information regarding this process, please see Public Act 100-1066.



Illinois Department of Human Rights

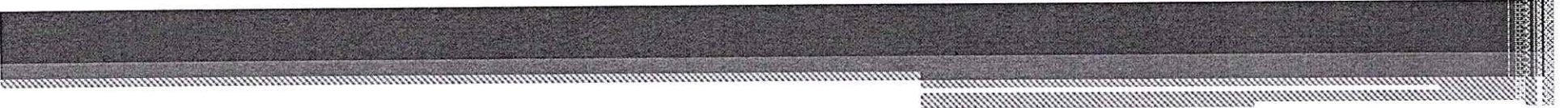
- If a complainant prevails in court or at the HRC, the judge or the HRC can order remedies allowed by the Illinois Human Rights Act to make the complainant “whole.” These remedies may include back pay, lost benefits, clearing of a personnel file, damages, hiring, promotion, reinstatement, front pay where reinstatement is not possible, and attorney’s fees and costs.
- This process through IDHR and the HRC, or through IDHR and a court, may take several years. It is a public process-an employee who chooses to pursue this options may not do so anonymously. It requires involvement by the person who filed the complaint. Some individuals who pursue their complaints through the IDHR process and the HRC or a court choose to seek help from an attorney, while other proceed without an attorney.



How to file a charge:

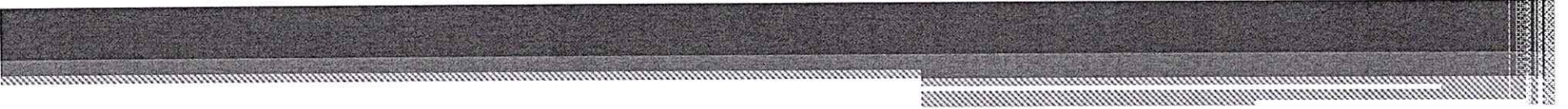
A charge must be filed with IDHR within **300 days** of the incident.*

*Public Act 100-0588 extended the time to file a charge to 300 days of the alleged incident. However, if the incident occurred before June 8, 2019, a 180-day timeframe applies.



How to file a charge:

- The process begins by filing a “charge” (or a report of an allegation) to IDHR.
- The first step is to submit information in person, by mail, or by fax, using a Complainant Information Sheet that is available on the IDHR website at www.illinois.gov/dhr/FilingCharge/Pages/Intake.aspx
- The Complainant Information Sheet requires detailed information, including contact information, employer information, most recent date of the alleged sexual harassment, witness information, and copies of relevant documents.



Ways to reach IDHR and learn more about the IDHR process

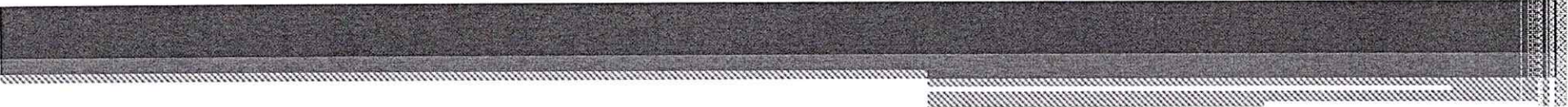
- The IDHR website is www.illinois.gov/dhr.
- It provides additional information about sexual harassment, filing a charge, the process for investigation and resolving an allegation, and other frequently asked questions.
- The phone number for IDHR is
1-800-662-3942.



Ways to reach IDHR and learn more about the IDHR process

- IDHR has offices at:
 - **Chicago**
 - James R. Thompson Center. 100 W. Randolph St. Suite 10-100, Chicago, IL 60601, 312-814-6200, 866-740-3953 (TTY)
 - **Springfield**
 - 222 South College St. Room 101A, Springfield, IL 62704, 217-785-5100, 866-740-3953 (TTY)
 - **Marion**
 - 2309 W. Main St., Marion, IL 62959, 618-993-7463, 217-740-3953 (TTY)

Hours for these offices, including hours when the office conducts intake interviews for new reports, can be found on the IDHR's website.



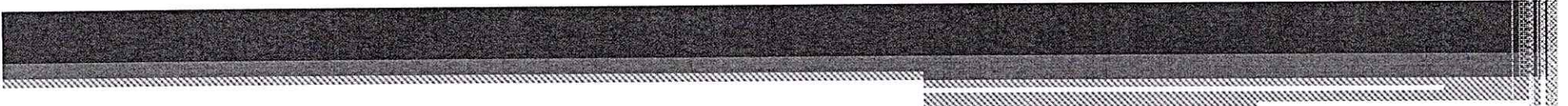
Department of Human Rights Helpline

- In February 2018, IDHR began operating a **helpline for reporting sexual harassment and discrimination.**
- Through the helpline:
 - IDHR offers help with finding resources, including counseling services.
 - IDHR assists with filing sexual harassment or discrimination complaints with IDHR or other agencies.
 - People may use the helpline as a starting point to report sexual harassment or discrimination in employment. IDHR's helpline can assist with making a complaint through the IDHR process or to another agency.



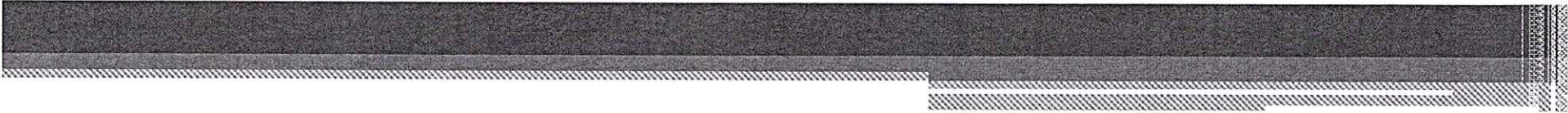
Department of Human Rights Helpline

- You can call the helpline at: 1-877-236-7703
- More information about the helpline is available at:
 - <https://www2.illinois.gov/sites/sexualharassment/Pages/default.aspx>
- All communication submitted through the helpline, including by the internet, will be confidential and exempt from disclosure under the Freedom of Information Act unless the individual elects to make a complaint that is not confidential, such as filing a complaint (or charge) with IDHR and beginning the formal IDHR process.



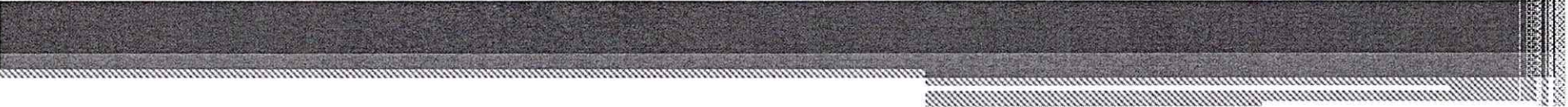
Reporting an allegation to

Your Supervisor, HR, or Corporate Compliance Office



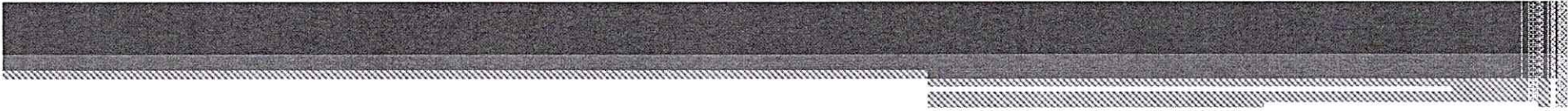
Reporting an allegation to your supervisor

- Your supervisor:
 - Will know the internal practices of the Hospital, and will be in a position to effect change and to help you navigate the Hospital's internal complaint process.
 - Should share information only as required by law or in order to effect necessary management action to address your allegation.
 - May seek assistance from or report the allegation to the Hospital's HR or Corporate Compliance Office



Reporting an allegation to your supervisor

- You may choose to report to your supervisor because you are seeking a solution from the Hospital's management to swiftly resolve your allegation.
 - For instance, a hostile work environment generally involves a series of events rather than a single event. If you are aware of conduct that, if it continues, may interfere with your or others' work performance or may create an intimidating, hostile, or offensive working environment, your supervisor may be an important resource in addressing it.
- You also may choose to discuss your allegation with your supervisor for help determining how to pursue the other reporting options available to you.



Reporting an allegation to HR or Corporate Compliance Office

- If you are not comfortable going to your supervisor and would like to have your allegations addressed through management action, Human Resources or Corporate Compliance Office can assist you.

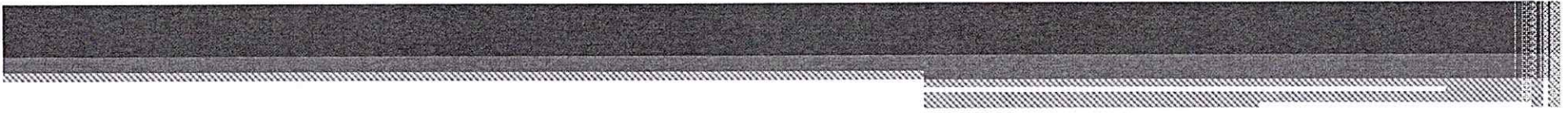
Example #6

J and D work for the Hospital. J is D's supervisor. D is going on a vacation and filled out a time off request. A few days later, J sent D an email to D's home email address that read, "of you do not have sex with me, I will not only deny your time off request for vacation, I am going to give you a negative evaluation."

Question:

Did J sexually harass D? If so, what kind is it?

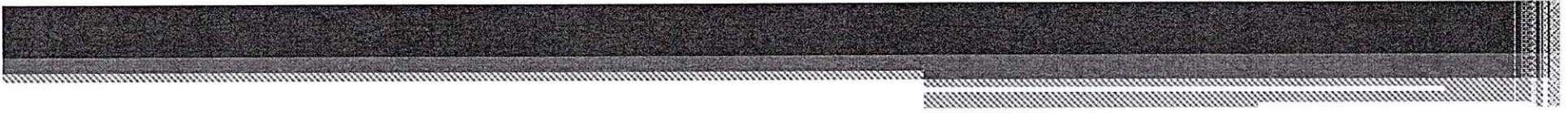
- No
- Yes, it is quid pro quo
- Yes, it is a hostile work environment



Example #6

Answer

Yes, J is engaging in quid pro quo sexual harassment of D. J is demanding that D have sex with J in exchange for being allowed to go on vacation and in order to avoid a bad outcome at work, a negative evaluation.



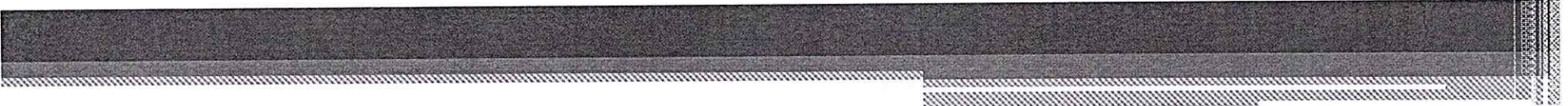
Whistle blower protection

And cooperation with investigations



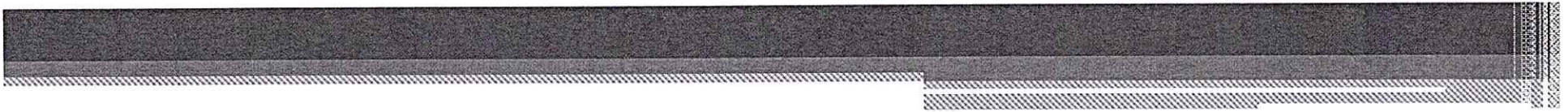
Whistle blower protection

- Retaliation against individuals who report sexual harassment or who participate in investigations and other proceedings is strictly prohibited by the Human Rights Act and the Whistleblower Act.
- Retaliatory action includes reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any Hospital employee that occurs in retaliation for an employee's involvement in these protected activities.



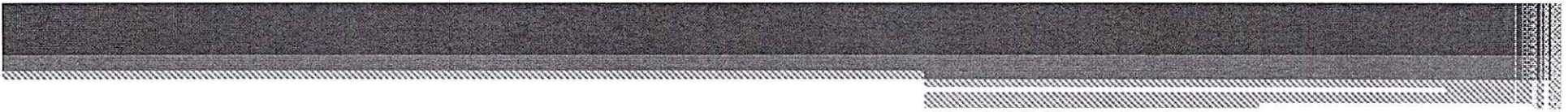
Whistle blower protection

- Under the Illinois Human Rights Act, it is a civil rights violation to retaliate against someone who “has opposed that which he or she reasonably and in good faith believes to be unlawful...sexual harassment in employment....” 775 ILCS 5/6-101(A).



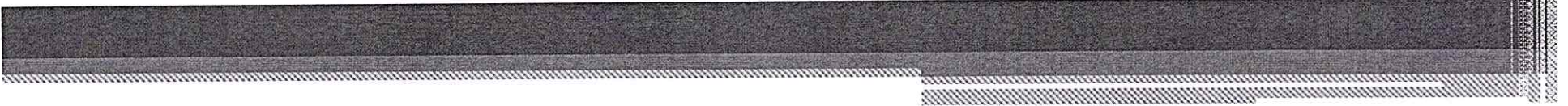
Whistle blower protection

- Under the Illinois Whistleblower Act, “[a]n employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of the State or federal law, rule, or regulation.” 740 ILCS 174/15(b).



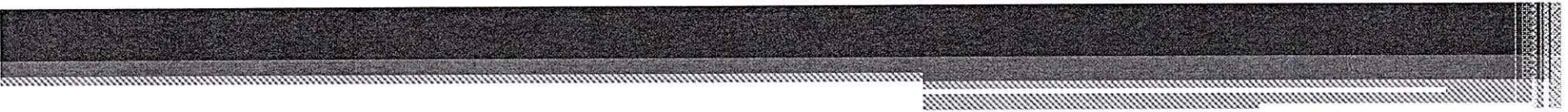
Whistle blower protection

- Remedies available in a civil lawsuit if retaliation occurs may include:
 - Reinstatement of employment;
 - Two times back pay;
 - Interest on back pay;
 - Reinstatement of fringe benefits and seniority rights; and
 - Payment of reasonable costs and attorney's fees.



Cooperation with investigations

- **All employees are expected to cooperate with investigations into sexual harassment.**
- Failure to cooperate includes, but is not limited to, intentional omissions and knowing false statement.
- Failure to cooperate with an investigation is grounds for disciplinary action, including dismissal.



Penalties



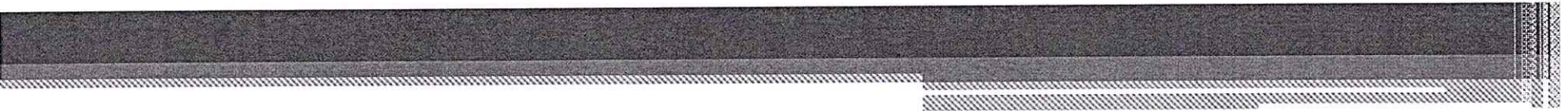
Penalties

- Hospital employees who engage in sexual harassment, who make false reports of sexual harassment, or who obstruct, interfere with, or fail to cooperate with investigations into alleged sexual harassment are subject to significant penalties, including fines, discipline up to and including discharge, and even criminal misdemeanor charges.



Penalties for Sexual Harassment

- Is subject to discipline or discharge, and
- Also may have fines or penalties imposed by a State or federal agency or court (such as if a charge was filed with IDHR and the court or Human Rights Commission determined that unlawful harassment occurred).



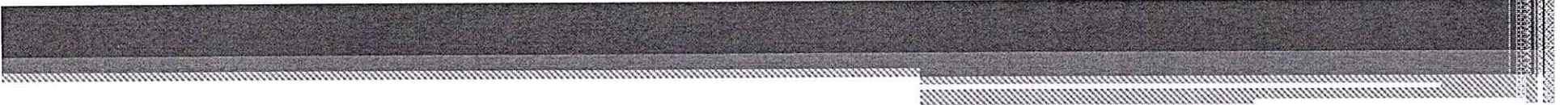
Penalties for false reports

- **False reports are prohibited.**
- Any person who intentionally makes a false report alleging sexual harassment to certain law enforcement agencies or officials is guilty of a misdemeanor.



Hospital Responsibilities

In the prevention, investigation, and corrective measures of sexual harassment



Responsibility of Individual Employees

- Each individual employee has the responsibility to refrain from sexual harassment in the workplace.
- An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.
- The harassing employee will be subject to disciplinary action up to and including discharge in accordance with Hospital policy or any applicable collective bargaining agreement, as appropriate.



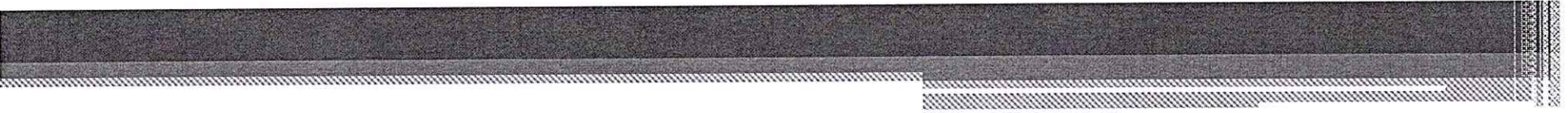
Responsibility of Supervisory Personnel

- Supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and even more importantly, with regard to their own individual conduct. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the Hospital.
- Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.



Responsibility of Supervisory Personnel

- Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- Managers/Supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Investigate complaints on a case by case basis and remind employees of the company's code of conduct and ethics rules if applicable.



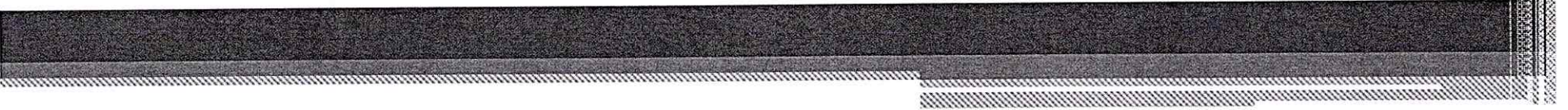
Responsibility of Supervisory Personnel

- Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct.
- If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or Human Resources.



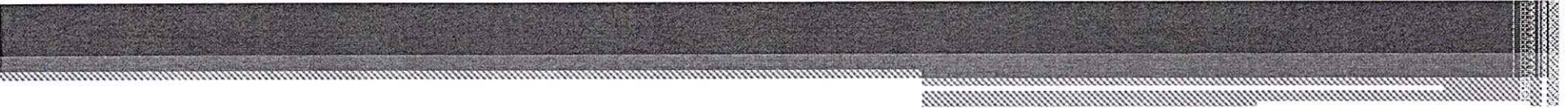
Responsibility of the Hospital

- All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the Hospital.
- No one making a complaint will be retaliated against, even if a complaint made in good faith is not substantiated.
- Any witnesses will be protected from retaliation.



Proper responses to conduct

Which is believed to be Sexual Harassment



Electronic/Direct Communication

- The harassed employee should directly and clearly express her/his objection, that the conduct is unwelcome, and request that the offending behavior stop.
- The initial message may be verbal.
- Subsequent messages, if needed, should be put in writing, in a note, email, or memo.



Contact with Supervisory Personnel or HR

- At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor, or
- They may contact HR with their complaint.



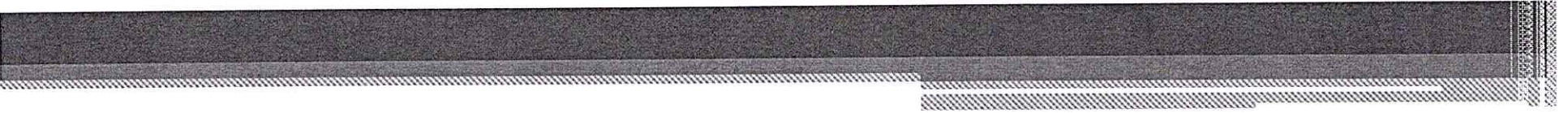
Formal written complaint

- An employee may also report incidents of sexual harassment directly to Human Resources or Corporate Compliance Office.
- HR or Corporate Compliance office will counsel the reporting employee and be available to assist with filing a formal complaint.
- The company will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.



Resolution outside of the Hospital

- An employee has the right to contact the Illinois Department of Human Rights or the Equal Employment Opportunity Commission about filing a formal complaint.
- An employee has the right to contact local law enforcement if they have been physically threatened to assaulted.
- An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.



Summary

- Sexual harassment will not be tolerated in the workplace.
- All complaints of sexual harassment will be thoroughly investigated.
- Employees have several avenues they can pursue if they have allegations of sexual harassment at work.
- False reporting is prohibited.



Completion and Certification

Thank you for completing your annual sexual harassment training. The next slide is a certification for you to print and sign. Please provide the acknowledgement form to Human Resources.



Acknowledgement of Participation in Annual Sexual Harassment Training for Hardin County General Hospital and Clinic

I certify that I have carefully read and reviewed the content of, and completed the Annual Sexual Harassment Training for Hardin County General Hospital and Clinic pursuant to 775 ILCS 5/2-102(D). Furthermore, I certify that I understand my failure to comply with the laws, rules, policies, and procedures referred to within this training course may result in disciplinary action up to and including termination of employment and possible criminal prosecution, depending on the nature of the violation.

Signature

Printed Name

Date

Department