

ANTIDISCRIMINATION / ANTIHARASSMENT

POLICY: Intrastaff, is a member of the Johns Hopkins Health System, is committed to ensuring that employees work in an environment free from discrimination and/or sexual harassment or harassment because of the employee's race, color, religion, gender, age, national origin, marital status, sexual orientation, physical or mental handicap, or veteran status. INTRASTAFF is also committed to hiring, promoting, accommodating, and retaining disabled employees.

II. DEFINITIONS

A. Discrimination

Any intentional or unintentional act which disparately impacts a member or members of a legally protected class.

B. Harassment

Harassment is a form of discrimination.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because that person's race, skin, color, religion, gender, national origin, age, or disability. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates and can be committed by both employees and non-employees. Harassment does one or more of the following:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; and
3. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes:

1. epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability and;
 2. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability that is displayed on walls, bulletin boards, or other locations or circulates in the workplace.
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C. Sexual Harassment

Sexual harassment is a form of sex discrimination, and is defined by law as, "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

1. Anyone who uses implicit or explicit behavior to influence, control or affect the career salary or job of another employee, in an effect to coerce the employee into a sexual relationship, is engaging in sexual harassment. Likewise, anyone who participates in deliberate, repeated, unsolicited verbal comments, gestures, or physical contact of a sexual nature, which are unwelcome, and/or unreasonably interferes with work performance, or creates an intimidating, hostile/offensive working environment, is also engaging in sexual harassment.
2. Where employment opportunities or benefits are granted because of an individual's submission to sexual requests, advances or favors, and other persons who were qualified for, but denied such opportunity or benefit, such acts are also considered to be within the category of sexual harassment.

III. Internal Complaint Procedure

An employee who believes they are a victim of discrimination and/or harassment because of their protected status is encouraged to bring their complaint to INTRASTAFF's attention. Harassment including sexual harassment will not be tolerated at INTRASTAFF. An investigation, including a review of records, documents, facts and all data relating to the allegation, as well as interviews with appropriate personnel or witnesses will occur. The employee will be kept abreast of the progress of the investigation and its outcome. A complaint initiated in good faith will no way cast a reflection on the employee's standing or loyalty.

REFERENCES:

JHHSC and JHH Human Resources Policy and Procedure Manual:
Section EEO, #EEO500 Antidiscrimination/Antiharassment
Section EEO, #EEO501 Equal Employment Opportunity/Affirmative Action

INTRASTAFF
JOHNS HOPKINS MEDICAL MANAGEMENT CORP.
POLICY AND PROCEDURE MANUAL

APPROVAL:

Bonnie S. Windboe

Director, Intrastaff

4-20-09

Date