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POLICY

6030

NONDISCRIMINATION/ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Bullhook Community Health Center expects employees to develop and maintain business-like relationships free of bias, prejudice and harassment. In keeping with this commitment, we will not tolerate unlawful harassment or discrimination of employees by anyone, including any supervisor, manager, co-worker, vendor, patient, client, contractor, customer or other regular Bullhook Community Health Center visitor. Employees have a responsibility to treat others with dignity and respect at all times. Any employee found to have willfully exhibited inappropriate conduct or behavior against others may be subject to disciplinary action up to and including discharge.

Equal Employment Opportunity is a fundamental principle at Bullhook Community Health Center, where employment is based upon personal capabilities without discrimination on the basis of race, creed, religion, color, national origin, sexual orientation, gender identity or expression, genetic information, disability or veteran status, or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

This policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, discharge, training, and all other terms, conditions, and privileges of employment. Your questions or concerns should be referred to the Human Resources Department or Company Designee(s) who have overall responsibility for this policy and maintain reporting and monitoring procedures.

Accommodation

If you require specialized accommodations for a mental or physical disability or religious belief/practice, etc., either for your current job or for jobs for which you wish to apply, contact your supervisor or the Human Resources Department or Company Designee(s). It is important that you notify us of your need for an accommodation. Once that is done, we will work with you through an interactive process to evaluate and, if possible, arrange for a reasonable accommodation. Generally, a reasonable accommodation will be attempted unless it creates an undue hardship for the company. A reasonable accommodation does not mean the elimination of an essential function of the job.

Harassment/Nondiscrimination

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or any other characteristic protected by law. Bullhook Community Health Center will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.

This policy applies to conduct occurring in the workplace and/or in other settings where Bullhook Community Health Center employees may be in connection with their work, such as business trips and business related social events.

The prohibited conduct also includes: (a) epithets, slurs, negative stereotyping, threatening, hostile, offensive or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, etc. that shows hostility toward a person or group because of their protected status.

Sexual Harassment

Sexual harassment deserves special attention. Sexual harassment may include subtle and not so subtle behaviors, may be directed towards individuals of the same or different gender, and may include explicit sexual propositions, sexual innuendo, commentary about an individual's body, sexual prowess or sexual deficiencies, sexually oriented "kidding" or "teasing;" "practical jokes," jokes about obscene printed or visual material; staring, leering or whistling; insulting or obscene comments or gestures and physical contact such as patting, pinching or brushing against another person's body.

Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited Sexual harassment also includes:

- Harassment directed toward a person because of gender
- Propositions or pressure to engage in sexual activity
- Sexual assault
- Display of magazines, books, or pictures with a sexual connotation
- Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

Retaliation


Neither Bullhook Community Health Center, nor any of its employees, will retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, reporting or assisting in making a harassment or discrimination complaint or cooperating in a harassment or discrimination investigation. Retaliation in any form is grounds for disciplinary action up to and including discharge.

Complaint Procedure

All employees are responsible to help ensure that Bullhook Community Health Center avoids all forms of harassment, discrimination or retaliation in the workplace. Whenever possible, any person who is experiencing unwelcome conduct, of the type generally described above, should inform the person engaging in the conduct that it is unwelcome and request that it stop. Employees who believe they have been subjected to discrimination or harassment or have witnessed such behavior should immediately report this information to your supervisor or the Human Resources Department OR Company Designee(s).

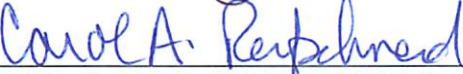
Corrective Action

1. Bullhook Community Health Center will attempt to investigate all complaints of harassment, discrimination and retaliation thoroughly, to the fullest extent practicable. Bullhook Community Health Center will keep complaints and the terms of their resolution confidential; however, it cannot guarantee complete confidentiality to complete a thorough investigation. If an investigation confirms that a violation of this policy has occurred, Bullhook Community Health Center will take appropriate, corrective action including discipline up to and including discharge from employment.



 CHIEF EXECUTIVE OFFICER

Date: 6-16-16



 CHAIR, BOARD OF DIRECTORS

Date: 6-16-16

Date first adopted	06/13/2016
Date Revised/QI Board approval	
New date adopted/Board of Directors approval	06/13/2016