

**Policy on Sexual and Other Harassment  
Graduate Medical Education Committee  
Children's National Medical Center**

I. **POLICY**

Children's Hospital affirms its commitment to promote and maintain a work environment free of harassment and discrimination based on color, race, religion, national origin, age, sex, sexual orientation, disability, or any other protected characteristic.

Harassment/discrimination in the workplace is unlawful, violates Children's Hospital policies and will not be tolerated. Children's Hospital expects all employees to conduct themselves in a professional manner with respect and concern for fellow employees, in addition to others with whom employees may come into contact, including patients, suppliers and other members of the public.

The Hospital will not tolerate any form of unlawful or otherwise inappropriate harassment or harassing behavior against its employees, whether by executives, physicians, managers, supervisors, co-workers, or by third parties, such as patients or visitors to the Hospital. Employees are responsible to report any violation of this policy that they witness or experience.

I. **PROCEDURE**

***Definition of Harassment:*** Inappropriate behavior includes unsolicited remarks, epithets, slurs, negative stereotyping, gestures or physical contact, display, or circulation of written materials or pictures which have the effect of creating an environment which is hostile, offensive, coercive, or humiliating based on an individual's protected characteristic. In addition, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or is used as a basis for employment decisions; or
2. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The Hospital 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 environment. No supervisor or manager has the authority to grant or deny a job benefit or force any change in job status on the basis of the provision or denial of sexual favors or a non-voluntary relationship.

Any employee or applicant who feels that he or she has been discriminated against or harassed or has observed discrimination or harassment should report such incidents to his or her supervisor, Human Resources and/or the Legal Department without fear of reprisal or retaliation. The Hospital endeavors to protect all employees who report, complain, or participate in reporting discrimination or harassment. Employees who engage in retaliatory conduct are subject to discipline up to and including termination. If the employee's supervisor is the alleged discriminator/harasser you may bypass the supervisor and make your report directly to his/her superior, Human Resources and/or the Legal Department.

**Harassment/Discrimination Complaint Procedure**

It is the responsibility of managers and supervisors to demonstrate their awareness of actions which constitute harassment and/or discrimination in the workplace and to demonstrate unwillingness to tolerate such actions. They must take appropriate action to promote an environment free from sexual or other forms of harassment and are responsible for notifying Human Resources or the Legal Department if they become aware of such behavior in the workplace.

All harassment/discrimination complaints will be objectively investigated by Human Resources and/or the Legal Department. The investigation shall be conducted in a confidential manner to the extent practical under the circumstances of the particular case. Prompt remedial action will be taken, where appropriate, and depending upon the result of the investigation, such remedial action may include but is not limited to corrective action and/or termination.

Any employee who has experienced or witnesses a violation of this policy should promptly report such conduct as follows:

Option 1: Discuss the situation with his or her manager, unless the manager is the alleged harasser.

Option 2: If the employee feels uncomfortable discussing the situation with his/her manager, the employee should discuss the situation with Human Resources or the Legal Department.

Appeal Process: If the employee's complaint is not resolved to his or her satisfaction in either of the above actions, the employee may submit a written request for further consideration to the Vice President of Human Resources within five (5) working days or as soon as practicable. The Vice President of Human Resources will review the matter and respond in writing within seven (7) days as soon as practicable. The Human Resources Vice President's decision will be final and binding.

Approved by CNMC GMEC: April 20, 2005



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Bernhard L. Wiedermann, M.D.  
Chair, GMEC