



Discrimination and Harassment Free Workplace

Updated 1/4/2021



Samaritan
Health
Services

Samaritan Health Services has created the following training to meet the educational training requirements for all Samaritan employees. Assignment of this training has been approved by Gail Worden-Acree, VP SHS Human Resources.



The Samaritan Discrimination and Harassment Free Workplace Policy has been updated for 2021. This training will help you:

- ✓ Understand and become familiar with the updated Samaritan policy on Discrimination and Harassment Free Workplace
- ✓ Learn to recognize actions or behaviors that could be harassment or discrimination in the workplace
- ✓ Know what actions to take and who to notify if you are faced with discrimination or harassment in the workplace



Learning Objectives



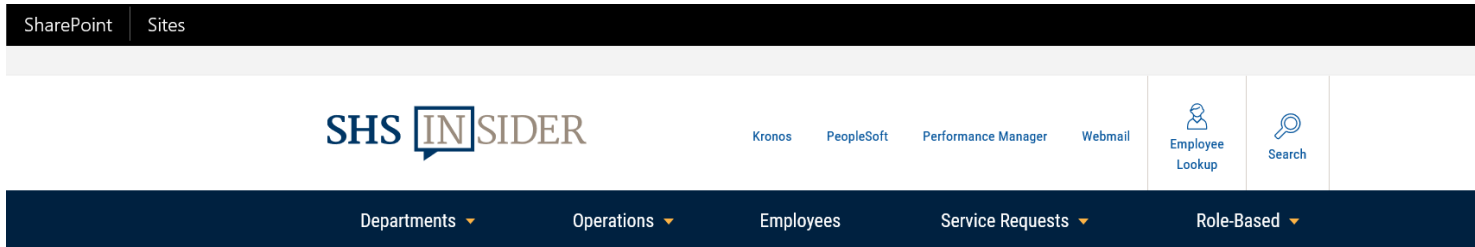
SHS Policies you need to know

- Discrimination and Harassment Free Workplace Policy
- Employee Standards of Behavior Policy
- Code of Conduct and Business Ethics

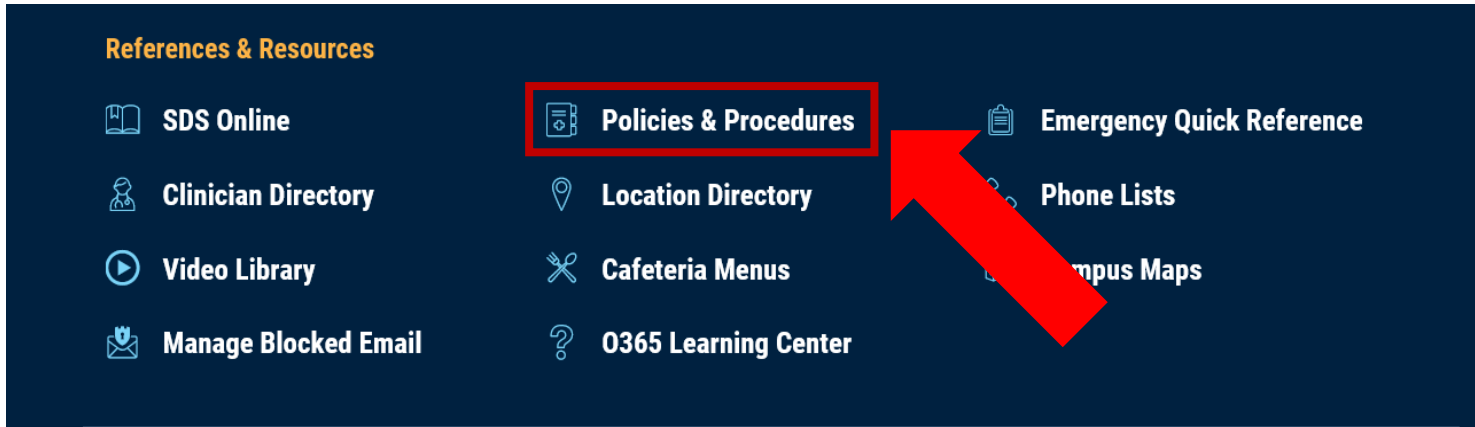
All policies & procedures can be found on the SHS Insider Homepage on the Samaritan Intranet

SHS Policies – Where To Find Them?

Go to the SHS Insider Homepage on the Intranet



Scroll toward the bottom of the SHS Insider homepage – then click on Policies & Procedures



Click again on SHS Policies & Procedures



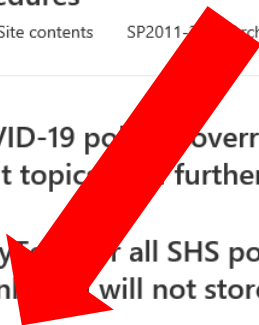
Policies & Procedures

☆ Not followi

[Home](#) [SHS Insider](#) [Site contents](#) [SP2011- archived](#)

ATTENTION: All COVID-19 policies will override any previously existing policy language pertaining to relevant topics. Further notice.

Important: See PolicyTech for all SHS policies and procedures, clinical and nonclinical. Lippincott is transitioning to a reference tool only. Lippincott will not store SHS specific guidance, policies, or procedures



SHS Policies & Procedures
Click to access [PolicyTech](#)

Clinical Reference Library
Click to access [Lippincott](#)

Education
Click to access [Training & Guidance](#)

Search on your desired policy topic

Site Policies & Procedures My Relationship All Status Published

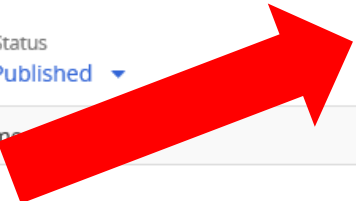
discrimination and harassment

All Categories +

- [All]
- **Applicable Location (3267)
- *Document Type (3267)
- Administration (105)
- Anesthesia (13)
- CAH Swing Bed (14)
- Chaplain (8)
- Corporate Departments (300)
- Emerging Pathogens (35)

Title	Actions	Ver #	Owner	Date Approv
Code of Conduct and Business Ethics Policy - System	...	2	Fair, Colleen	05/28/2020
Discrimination and Harassment Free Workplace-System	...	13	Worden-Acree, Gail	12/09/2020

Page 1 of 1 (10 items)



SHS Standards of Behavior Policy

Treat everyone respectfully, with dignity, with PRIDE – and you won't go wrong!

Samaritan PRIDE

- Employee behavior must always exhibit our PRIDE Values – ALWAYS!

Respect, Honesty and Professionalism

- All communication and interactions must be respectful, honest and professional

Non-Work Personal Relationships

- Must be voluntary (NO means NO)
- Must not interfere with the workplace or patient care
- Professionalism and respect required at all times

• Off-Duty Behavior

- It is unacceptable to engage in illegal or unethical behavior

Our PRIDE Values

Passion – give your best, every day
Respect – treat all with dignity & courtesy
Integrity – do the right thing
Dedication – whatever it takes
Excellence – go above and beyond

Samaritan Discrimination and Harassment Free Workplace Policy

Samaritan believes that all employees have a right to work in an environment where the dignity of each individual is respected. All employees are expected to accomplish their work in a respectful and professional manner with concern for the welfare of others.

Zero Tolerance at Samaritan

**NO
Discrimination
or Harassment!**

Any individual found to have engaged in workplace harassment or discrimination may face corrective action up to and including termination.

Discrimination and Harassment aren't just bad behaviors, they are against the law!

Federal Laws

Prohibiting Harassment & Discrimination

Enforced by the U.S. Equal Employment Opportunity Commission

Title VII of the Civil Rights Act of 1964 (Title VII)
The Pregnancy Discrimination Act
The Equal Pay Act of 1963 (EPA)
The Age Discrimination in Employment Act of 1967 (ADEA)
Title I of the Americans with Disabilities Act of 1990 (ADA)
Sections 102 and 103 of the Civil Rights Act of 1991
Sections 501 and 505 of the Rehabilitation Act of 1973

Oregon Laws

Prohibiting Harassment & Discrimination

Enforced by the Bureau of Labor and Industries (BOLI)

Workplace Protection Act
Harassment Laws: ORS 166.065
Unlawful Discrimination Against Persons With Disabilities
Unlawful Employment Discrimination Because of Race,
Color, Religion, Sex, Sexual Orientation, National
Origin, Marital Status or Age
Administrative Actions for Unlawful Discrimination

POLICY DEFINITIONS

Workplace Harassment

Sexual Harassment

Discrimination

Retaliation



Definition: Workplace Harassment

Workplace Harassment

Sexual Harassment

Discrimination

Retaliation

- Verbal or physical conduct that demeans, shows hostility or shows aversion toward another employee
- Can create an intimidating, hostile, or offensive working environment
- Harassing conduct includes, but is not limited to: slurs, negative stereotyping, demeaning or disrespectful comments, unwelcome physical contact, intimidating or hostile behavior toward another

Workplace Harassment

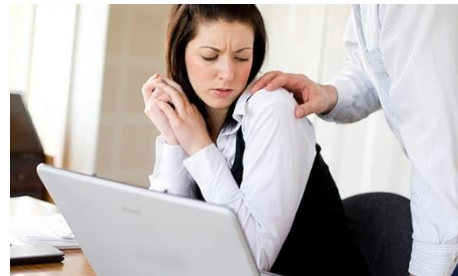
Sexual Harassment

Discrimination

Retaliation

Definition: Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature
- May include: sexually suggestive comments, sexual jokes, calendars, posters, cartoons, magazines, unwelcomed touching or physical contact, inappropriate e-mail or text, continual unwanted advances, etc.



Definition: Discrimination

Workplace Harassment

Sexual Harassment

Discrimination

Retaliation

- Treating a person differently because of their protected class status
- Discrimination includes, but is not limited to: Race, color, national origin, religion, disability, age, sex (including pregnancy, sexual orientation, gender, gender identity), veteran status, injured worker status
- Applies to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits

Workplace Harassment

Sexual Harassment

Discrimination

Retaliation

Definition: Retaliation

- Any adverse action taken against someone for reporting harassment or discrimination or participating in an investigation into harassment/discrimination
- Applies to both the workplace AND off-duty and off-premises conduct that has an adverse impact on the employee's work environment



Let's take a short quiz...

QUIZ!

Harassment Quiz

Question 1:

John and Mary work together in the same department. One day, John smiles and says to Mary, “Hey, your hair looks very nice today.”

Is this sexual harassment?



Harassment Quiz

Question 1:

John and Mary work together in the same department. One day, John smiles and says to Mary, “Hey, nice blouse.” **Is this sexual harassment?**

Possibly, but probably not.

We have a great work environment at Samaritan, with great people, and we want to be able to give a compliment or recognize others when we can. BUT, it’s all in how we do it. Speak with ill intent or sexual connotation, and it’s **WRONG**. Speak with others and compliment them with respect, courtesy, kindness and caring, and you’ll be just fine.

Demonstrate PRIDE in all you do!



Samaritan
Health
Services

Harassment Quiz

Question 2:

Is it harassment to touch a co-worker or other Samaritan employee while at work?



Harassment Quiz

Question 2:

Is it harassment to touch a co-worker or other Samaritan employee while at work?

INAPPROPRIATE touching is NOT allowed – it's harassment!

With that said, consider:

We do want a great work environment at Samaritan. We spend a lot of time with each other at work. Many become good friends together. A pat of encouragement or a friendly handshake can be a great way to show support and appreciation of others. But, as before, it's all in how we do it. **Ask first. And remember that NO means NO.** Again, always speak and act with respect, courtesy, kindness and caring.

Demonstrate PRIDE in all your interactions and in all you do!



Samaritan
Health
Services

What to do if you believe you are being harassed or discriminated against



You are encouraged (but not required) to resolve interpersonal concerns directly and appropriately whenever possible. The TeamSTEPPS conflict resolution tools can help with this

If the issue persists, or you don't feel comfortable addressing the person(s) directly, then report the issue immediately to:

- *Your direct supervisor or manager*
- *Your SHS Human Resources Manager (HR)*
- *SHS Compliance Department*

You **do not** have to contact your manager/supervisor first before reporting to HR or Compliance

Reports of harassment will be investigated fairly, thoroughly, and promptly

Questions about discrimination or harassment?

Please contact:

The Samaritan HR Service Center at:

541-768-HR4U (4748)

Your local HR Manager

SHS Compliance Office

Your manager or supervisor



Samaritan
Health
Services

2021 Discrimination and Harassment Free Workplace Policy

Congratulations!

You have now successfully completed
this learning module



Our PRIDE Values

- P**assion – give your best, every day
- R**espect – treat all with dignity & courtesy
- I**ntegrity – do the right thing
- D**edication – whatever it takes
- E**xcellence – go above and beyond