

# Harassment and Discrimination Free



## Understanding and Reporting Workplace Discrimination and Harassment

- ≡ Introduction
- ≡ Outcomes
- ≡ SHS Policies
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- ≡ Policy Definitions
- ≡ Harassment
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Reporting Prohibited Conduct



Conclusion



Attestation



References and Conclusion



# Introduction

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## Purpose of Training

- Samaritan Health Services (SHS) is an Equal Opportunity Employer and believes that all employees have a right to work in an environment where each individual is respected. Employees are expected to accomplish their work in a respectful and professional manner with concern for the welfare of others
- Completion of the course fulfills the annual educational training requirements for all Samaritan employees. Assignment of this course has been approved by Scott Russell, VP SHS Human Resources



## Course Requirements

To complete this training, you must attest that you have viewed and understood the training materials.

## Question/Concerns

For questions and concerns related to:

- *Reason for assignment, course content, or quiz questions/answers, contact Scott Russell at [srussell@samhealth.org](mailto:srussell@samhealth.org).*
- *Technical issues, including courses not progressing or grading correctly, contact eLearning at [elearning@samhealth.org](mailto:elearning@samhealth.org).*

CONTINUE

# Outcomes

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By the end of this module, the learner will be able to:

- Review SHS Discrimination and Harassment Free Workplace policies
- Inform you of your rights and responsibilities if you experience or witness harassment or discrimination
- Share confidential and anonymous reporting options
- Assess your understanding of key concepts

CONTINUE

# SHS Policies

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## Relevant Policies

It is important that you are familiar with SHS Policies regarding a Harassment Free Workplace.



SHS Policies you need to know:

- [Employee Standards of Behavior Policy](#)

- [Discrimination and Harassment Free Workplace Policy](#)
- [Code of Conduct and Business Ethics](#)

## **SHS Policies - Where to Find Them?**

All policies and procedures can be found using [PolicyTech](#) by navigating to the Policies and Procedures link on the SHS Insider homepage.

Accessing PolicyTech



CONTINUE

## Employee Standards of Behavior Policy

Employee Behavior must exhibit our P.R.I.D.E. Values. Hover over each letter to remind yourself of what these core values are.



Complete the content above before moving on.

**Treat everyone respectfully, with dignity, and with P.R.I.D.E. All communication and interactions must be respectful, honest, and professional.**



Non-work

Off-Duty Behavior

Personal

Relationships

All employees represent SHS and its P.R.I.D.E. values both at work and throughout the community.

- Must be voluntary
- Must not interfere with the workplace or patient care
- Must be professional and respectful at all times

Policies prohibiting harassment and discrimination apply to off-duty, off premises conduct if the conduct has an adverse effect on the employee's work environment.

CONTINUE



## Violation of SHS Policies

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Any individual found to have **violated our code of conduct policies** may face corrective action up to and including employee **suspension** or **termination**.

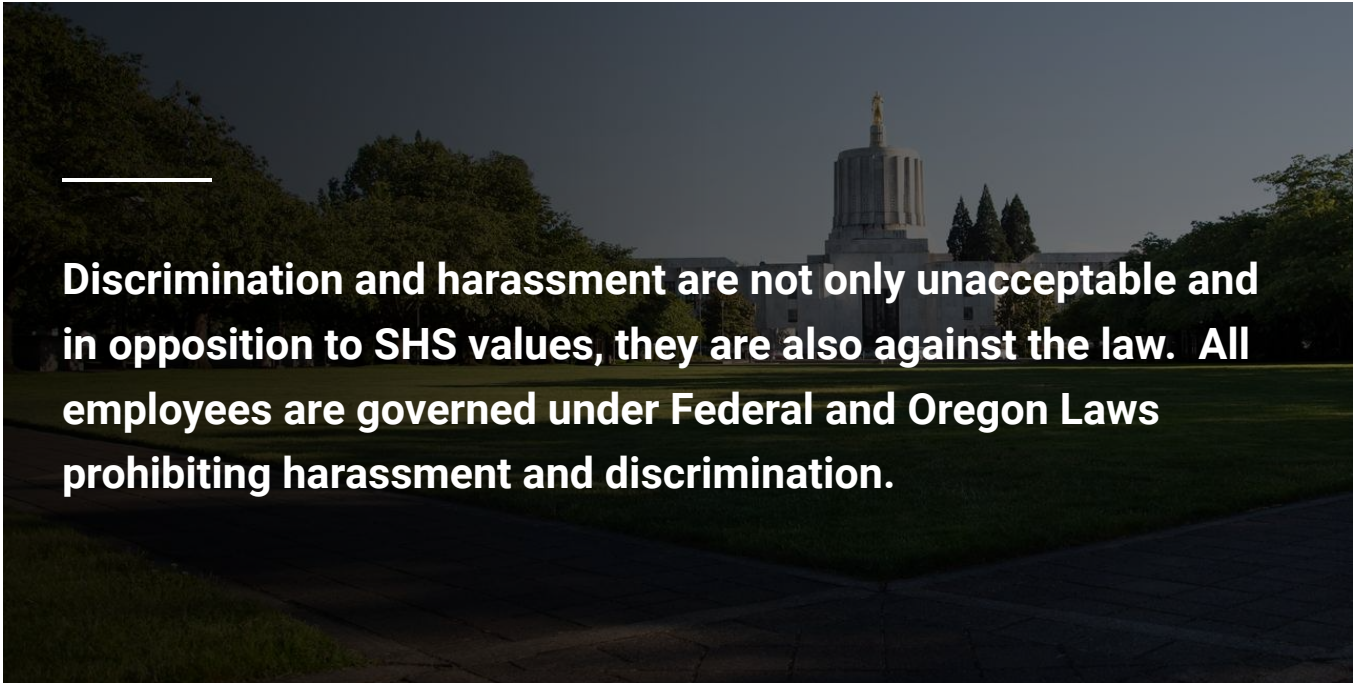
CONTINUE



Individuals or employees involved in **criminal activity** may be reported to the appropriate **law enforcement authorities**.

CONTINUE

## Federal and State Laws for Employees



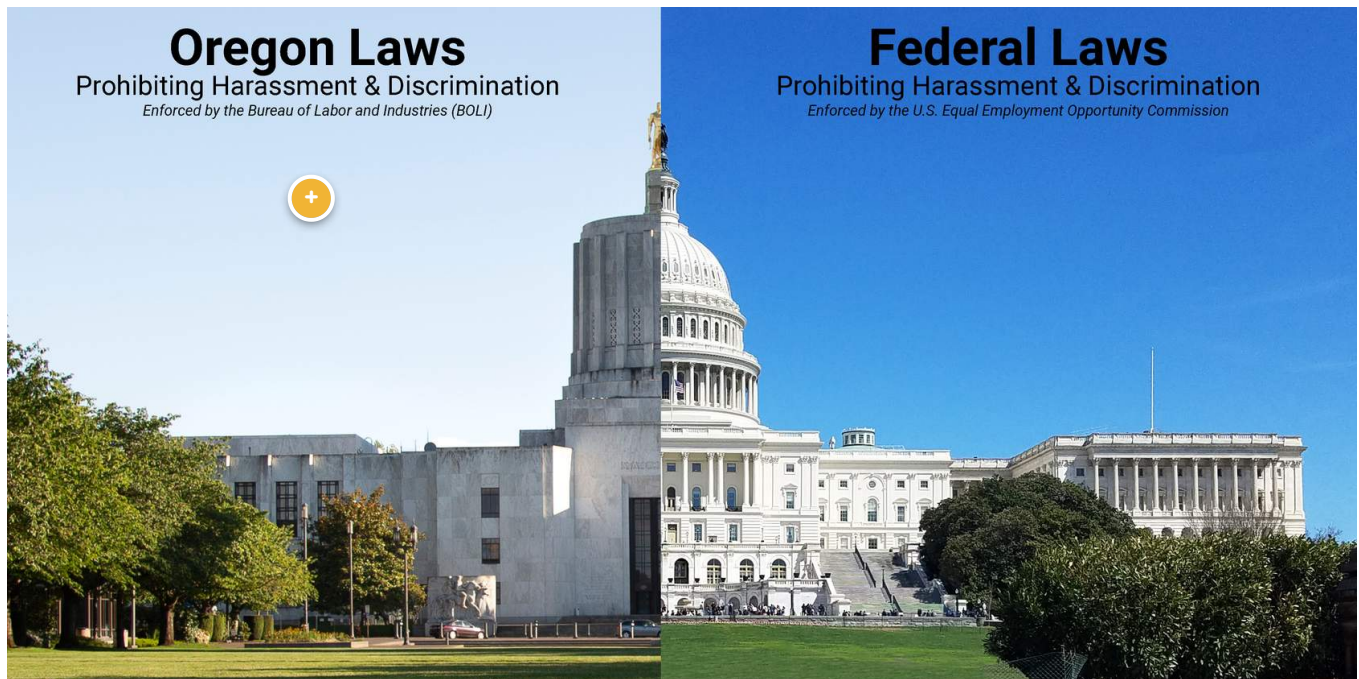
**Discrimination and harassment are not only unacceptable and in opposition to SHS values, they are also against the law. All employees are governed under Federal and Oregon Laws prohibiting harassment and discrimination.**

Out-of-State Employees: For the purposes of state discrimination and harassment laws, where Oregon law affords a higher level of protection than the employee's state of residence, Oregon law will be applied.



**Oregon Laws**  
Prohibiting Harassment & Discrimination  
*Enforced by the Bureau of Labor and Industries (BOLI)*

**Federal Laws**  
Prohibiting Harassment & Discrimination  
*Enforced by the U.S. Equal Employment Opportunity Commission*



## **Oregon Laws**

**Prohibiting Harassment & Discrimination**  
*Enforced by the Bureau of Labor and Industries (BOLI)*

## **Federal Laws**

**Prohibiting Harassment & Discrimination**  
*Enforced by the U.S. Equal Employment Opportunity Commission*

### **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





## 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 of 1978 (PDA)

The Equal Pay Act of 1963 (EPA)

The Age Discrimination in Employment Act of 1967 (ADEA)

Title I of the American 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

CONTINUE

# Policy Definitions

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**This section will review and test your knowledge of what constitutes workplace harassment and discrimination.**

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First, let's discuss which classes of people are protected under the law.

CONTINUE

## What are Protected Classes?

Protected classes under the law are:

Protected Classes



## **Protected Employee Actions Under the Law**

Additional employee protections under the law include:

- Taking protected leave
- Filing a worker's compensation claim
- Being unwilling to engage in illegal activity at the workplace
- Reporting any illegal activity
- Reporting employer violation of the OSHA (Occupational Safety and Health Administration) laws

CONTINUE



## Harassment

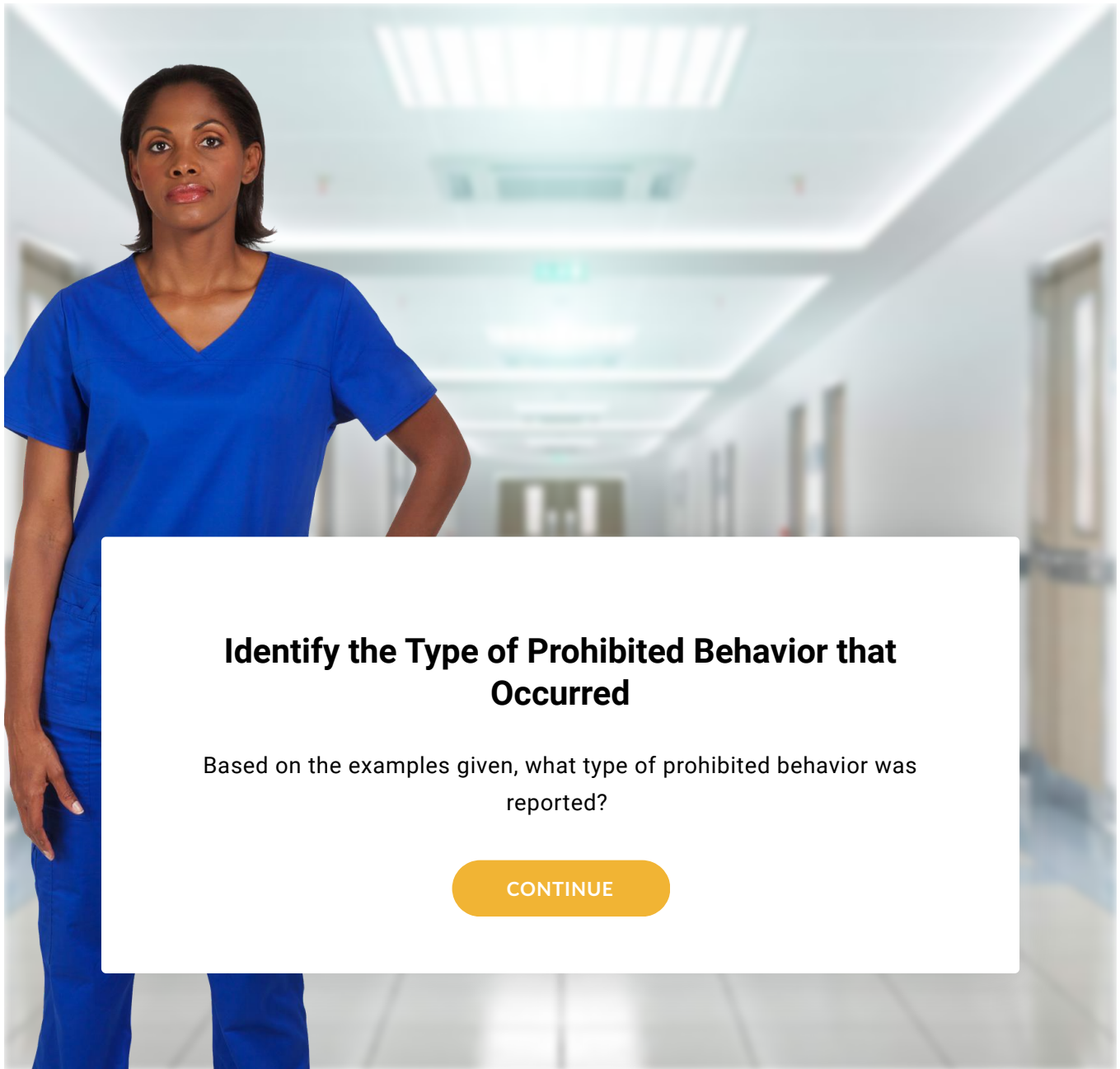
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Samaritan takes all reports of harassment and discrimination seriously.

This next section contains reports made by Samaritan employees, patients, and/or visitors. After reviewing each example, you will demonstrate your understanding of key concepts.

CONTINUE



## Identify the Type of Prohibited Behavior that Occurred

Based on the examples given, what type of prohibited behavior was reported?

CONTINUE

### Scene 1 Slide 1

Continue → Next Slide

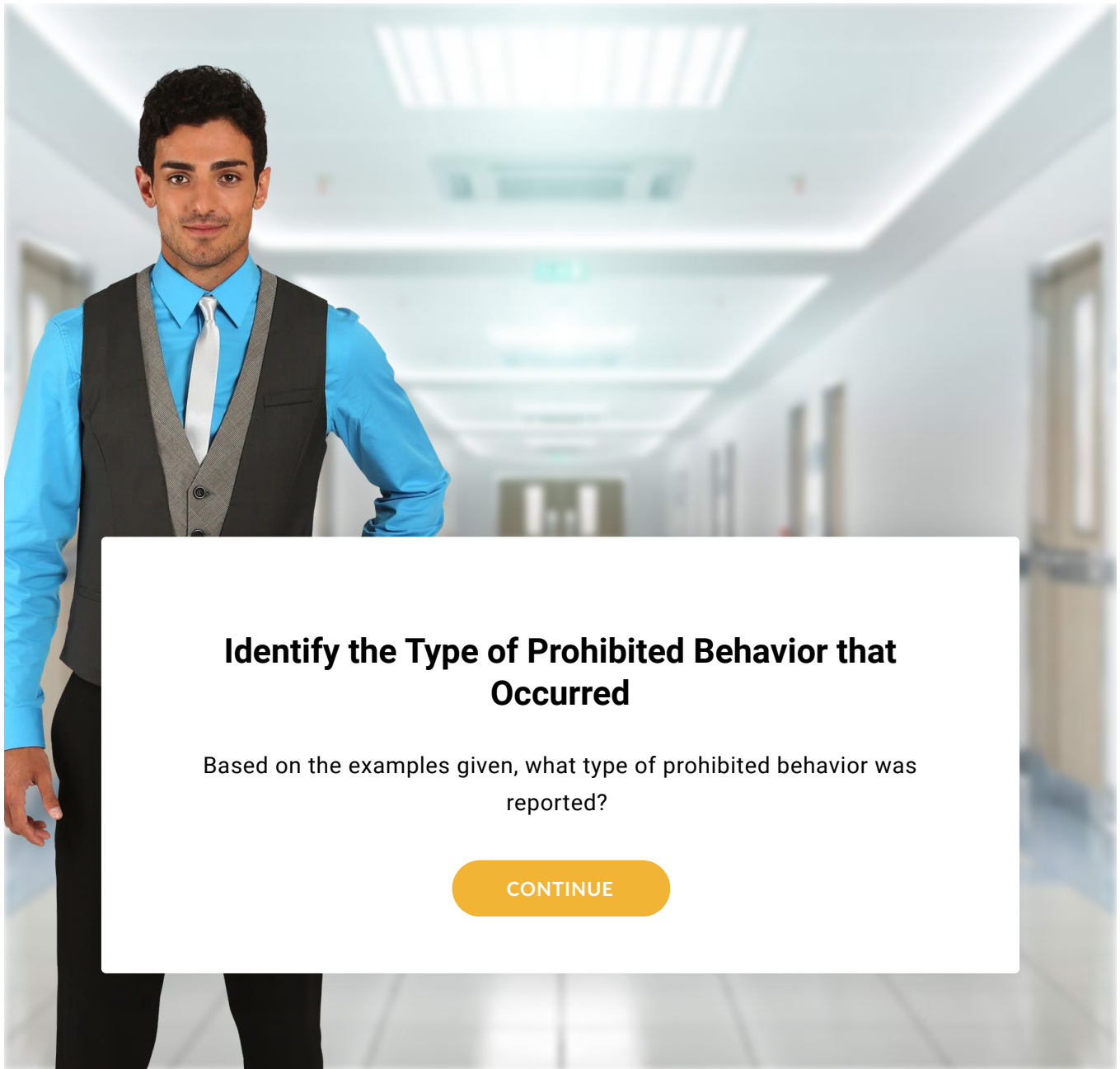


## Scene 1 Slide 2

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## Identify the Type of Prohibited Behavior that Occurred

Based on the examples given, what type of prohibited behavior was reported?

CONTINUE

### Scene 2 Slide 1

Continue → Next Slide



## Scene 2 Slide 2

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Complete the content above before moving on.

To discriminate against someone means to treat that person differently, or less favorably because of a person's race, disability, religion, sex (including sexual orientation or gender identity) or other protected class status.



**Discrimination applies to all types of work situations, and includes hiring, firing, promotion, harassment, training, wages, and benefits.**

CONTINUE

## What is Workplace Harassment?

**Harassment is when conduct related to a protected class results in one or more of the following:**

- The conduct has the purpose or effect of reasonably interfering with how well a person can do their job
  - The conduct creates an intimidating or hostile work environment and is unwelcome
  - The conduct results in an adverse action such as firing or demotion of the targeted employee
- 

## **Examples of Harassment**

Behaviors that constitute harassment include, but are not limited to:





- Verbal or physical conduct that demeans, shows hostility, or shows aversion toward another employee
- Creating an offensive working environment
- Slurs, negative stereotyping, demeaning or disrespectful comments
- Unwelcome physical contact

CONTINUE





## Identify the Type of Prohibited Behavior that Occurred

Based on the example given, what type of prohibited behavior was reported?

CONTINUE

### Scene 1 Slide 1

Continue → Next Slide



## Scene 1 Slide 2

0 → Next Slide

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2 → Next Slide

**Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:**

- 1 Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- 2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

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## **Examples of Sexual Harassment**

Examples of sexual harassment may include:



- Sexually suggestive comments
- Sexual jokes
- Memes, calendars, posters, cartoons, or magazines
- Unwelcome touching or physical conduct
- Inappropriate emails, social media posts, or texts
- Continual unwanted advances

CONTINUE

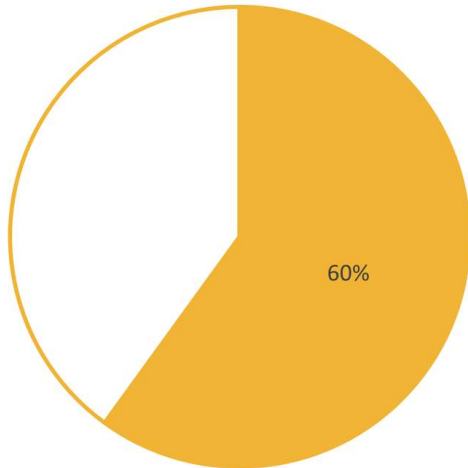
## **Sexual Harassment Among Healthcare Workers**

See how sexual harassment has affected individuals in our industry in four simple graphics.

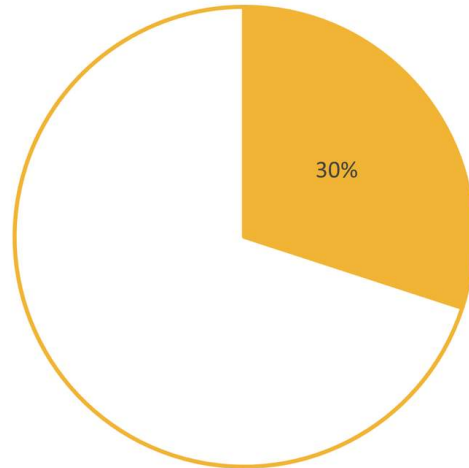
## Step 2

### Nurses

Female Nurses



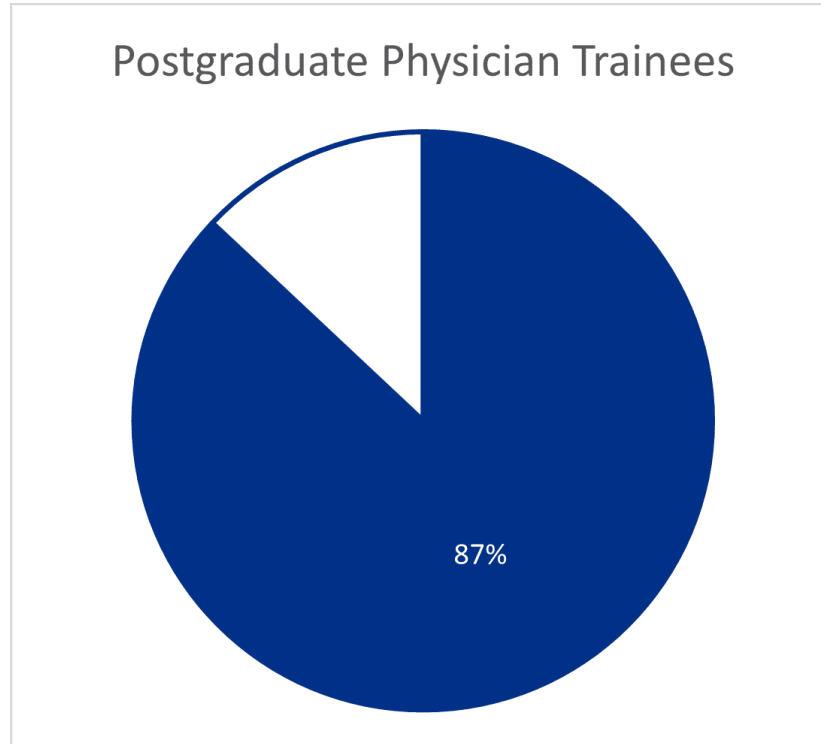
Male Nurses



60% of female nurses and 30% of male nurses worldwide report experiencing sexual harassment. The two highest sources of sexual harassment are verbal comments from patients and other staff members. (Source: Amer. Jnl of Crit. Care, 2021)

Step 3

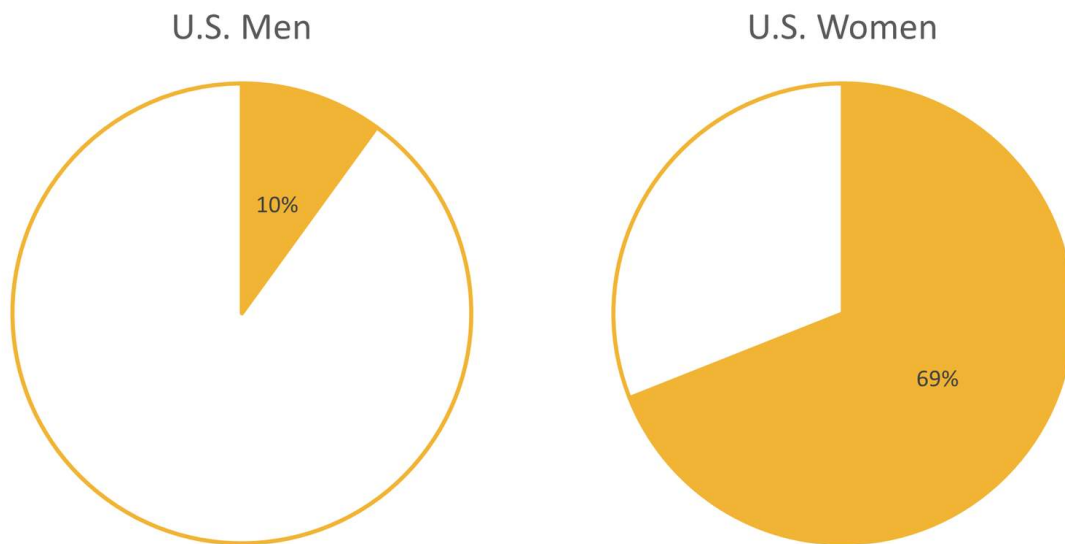
## Postgraduate Physician Trainees



87% of postgraduate physician trainees across multiple specialties report witnessing gender-based discrimination during their training. (Source: AJCC, 2021)

#### Step 4

### U.S. Men and Women

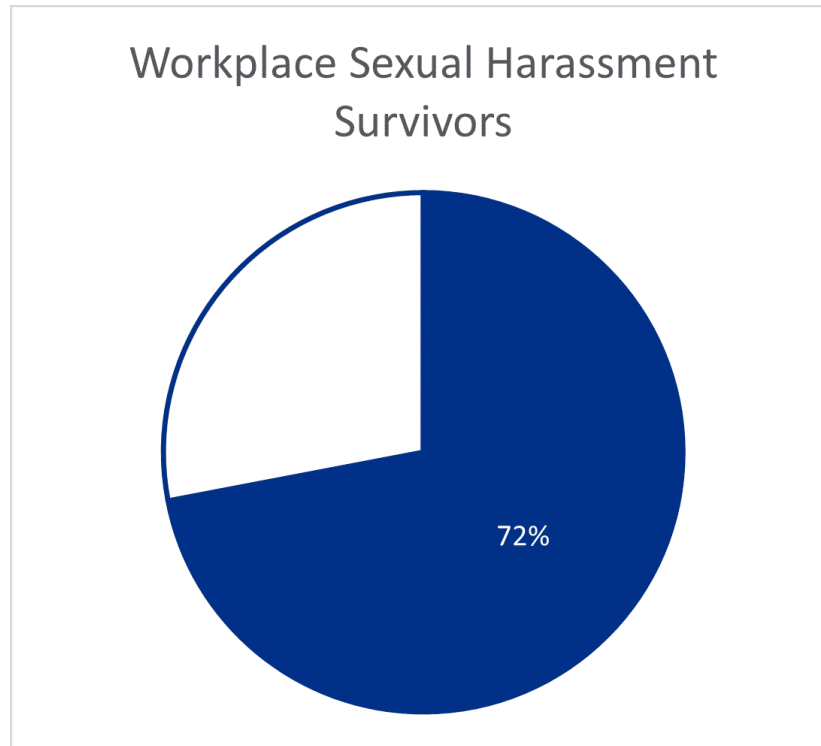


Across all professions, 69% of US women and 10% of US men report being sexually harassed in a professional setting. (Source: Pew Research Center, 2018)



Step 5

## Survivors



72% of workplace sexual harassment survivors don't report the behavior. (Source: Career Builder, 2018)



Complete the content above before moving on.

## Social Media

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**Review the scenario below and respond to the question that follows to continue:**

A local community member has reached out to HR to report that an SHS employee has posted a meme to their personal Facebook account, which they feel is racist. During the discussion with HR, the employee shares that their Facebook account is set to “private” (i.e. only “friends” can view posts). “It was just a joke, and I didn’t identify myself as an SHS employee,” they add.

Based on this information, is the staff member’s conduct subject to review and possible disciplinary action by SHS?

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☐ Yes

☐ No

SUBMIT

CONTINUE



**Samaritan's reputation in our communities reflects the work we do and the employees who represent us.**

SHS expects employees to maintain the highest degree of integrity and honesty both at work and off-duty in all their actions, including the use of any form of social media.

As stated in the SHS Employee Standards of Behavior Policy, social media participation may not interfere with the work environment or conflict with the SHS Employee Standards of Behavior, SHS P.R.I.D.E. values, or SHS Harassment Free Workplace policy. Otherwise, SHS can take appropriate disciplinary action, up to and including termination.



CONTINUE

## Reporting Prohibited Conduct

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**SHS encourages, but does not require, employees to resolve interpersonal concerns directly and appropriately whenever possible.**



If the issue persists, or if you don't feel comfortable addressing the person(s) directly, please report the behavior immediately to a supervisor, a Human Resources Business Partner (HRBP), or the

Compliance Department. Samaritan takes all reports of harassment and discrimination seriously.

You may report harassment and/or discrimination to your HRBP or the Compliance Department without notifying your supervisor.

CONTINUE

### **Anonymous Reporting using the Compliance Hotline**

Anonymous reports can be made using the Compliance Hotline, which is staffed by a company independent of SHS. Calls are not traced or recorded.

Please keep in mind that SHS may be unable to effectively and thoroughly investigate concerns unless the reporter's identity is known or enough information is provided to aid an investigation.

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**The Compliance Hotline should be used when other avenues of communication have been exhausted or when a person is uncomfortable disclosing their identity and wishes to make an anonymous report.**

**To submit a report, the Compliance Hotline can be accessed at:**

1

866-297-0489

2

[ethicspoint.com](https://ethicspoint.com)

Ethicspoint



CONTINUE

What options for reporting harassment and discrimination are available?

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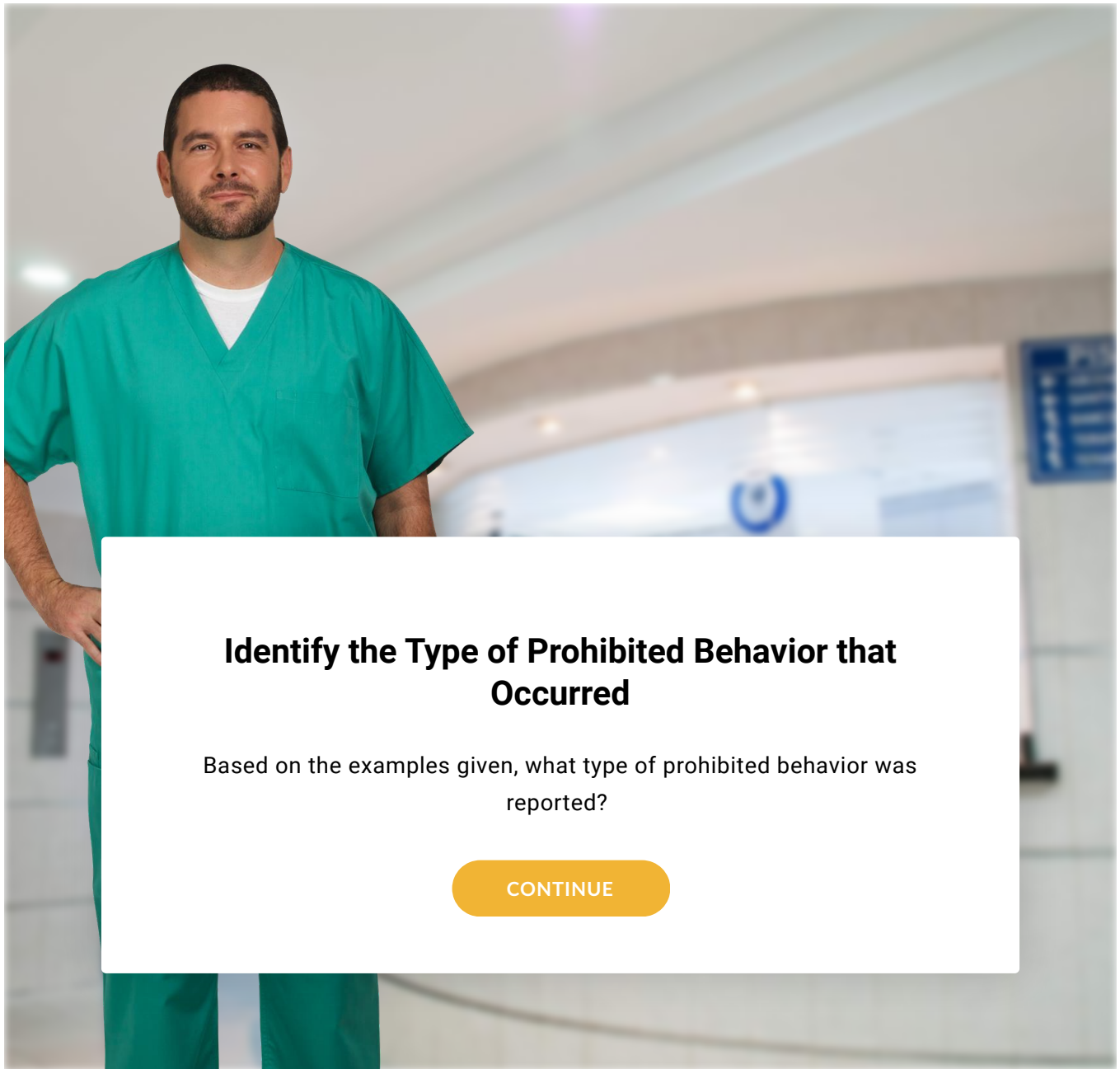
- ☐ Speak with the other party about what happened, how it affected you, and expectations for future behavior
- ☐ Contact your direct manager/supervisor to report the incident
- ☐ Fill out an anonymous report using the Compliance Hotline



☐

Contact a Human Resources Business Partner (HRBP)

SUBMIT



## Identify the Type of Prohibited Behavior that Occurred

Based on the examples given, what type of prohibited behavior was reported?

CONTINUE

### Scene 1 Slide 1

Continue → Next Slide



## Scene 1 Slide 2


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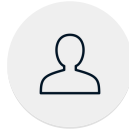
Complete the content above before moving on.



**Retaliation** is any **adverse action** taken against someone for **reporting** or **participating** in an investigation.

It applies to both workplace and off-duty, off premises conduct that has an adverse impact on the employee's work environment.

Retaliation against someone is strictly prohibited and subject to disciplinary action. Like harassment and discrimination, you may report incidents of retaliation to your Human Resources Business Partner, Compliance Department, or supervisor.

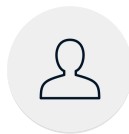


“Ever since I was involved in the HR investigation my co-worker won’t talk to me anymore and I feel like I’m missing important information for work.”

- Samaritan Employee

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“Ever since I’ve been back from my workplace injury my manager isn’t including me on group e-mails.”

- Samaritan Employee

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True or False: An employee’s supervisor must be contacted first before reporting an incident to a HR Business Partner or the Compliance Department.

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☐ True

☐ False

SUBMIT

CONTINUE

## Conclusion

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Thank you for your participation

Before you go, here are a few actions you can take to help create a harassment free and discrimination free workplace for you and others.

1

Add the Compliance Hotline (866-297-0489; [ethicspoint.com](https://ethicspoint.com)) and HR Service Center (541-768-HR4U) to your cellphone contacts to use or share with others, if needed.

2

If you witness harassment or discrimination toward a patient, let the patient know that they can contact Patient Experience and Engagement at:  
[SHSServiceExcellence@samhealth.org](mailto:SHSServiceExcellence@samhealth.org) or 541-768-5701.

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3

Report what you see or experience. Samaritan takes all reports of harassment and discrimination seriously. Let's create a safer work environment for all.

CONTINUE

**Additional questions about discrimination or harassment?**





Please contact:

- Your local HR Business Partner
- Samaritan HR Service Center: 541-768-HR4U (4748)
- SHS Compliance Office
- Your supervisor/manager

CONTINUE

# Attestation

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To pass the training, you must complete the following Attestation.

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**Question**

**01/01**

By completing this training, I am stating that I have read through and understand the training materials.

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- ☐ Yes, I have completed the training. I understand that my electronic signature carries the same weight and authority as my written signature.
- ☐ No

## References and Conclusion

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**Click this button to exit the module**

EXIT

**Click this button to restart the module**

RESTART

### References

CareerBuilder. New CareerBuilder Survey Finds 72 Percent of Workers Who Experience Sexual Harassment at Work Do Not Report it. Retrieved August 22, 2023, from <https://press.careerbuilder.com/2018-01-19-New-CareerBuilder-Survey-Finds-72-Percent-of-Workers-Who-Experience-Sexual-Harassment-at-Work-Do-Not-Report-it>

Graf, N. Sexual Harassment at Work in the Era of #MeToo. Pew Research Center. Retrieved August 22, 2023, from <https://www.pewresearch.org/social-trends/2018/04/04/sexual-harassment-at-work-in-the-era-of-metoo/>

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Spector, P. E., Zhou, Z. E., & Che, X. X. Nurse exposure to physical and nonphysical violence, bullying, and sexual harassment: A quantitative review. *International journal of nursing studies*, 51(1), 72-84.