

**CAROLINAS HEALTHCARE SYSTEM  
GRADUATE MEDICAL EDUCATION**

**POLICY REGARDING PROTECTION FROM DISCRIMINATION,  
HARRASSMENT AND RETALIATION**

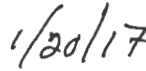
Reviewed: 12/13, 1/20/2017

Revised: 5/95, 7/97, 5/00, 8/00, 12/00, 3/05,  
4/07, 3/08, 6/08, 6/12, 1/13,

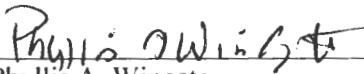
At all times the Graduate Medical Education Committee will follow the Carolinas HealthCare System Employee Handbook referencing Policy HR – 5.07 – Protection from Discrimination, Harassment and Retaliation



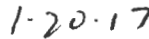
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Mark D. Robinson, MD  
DIO, Chair of Education  
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Date



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Phyllis A. Wingate  
Division President  
Carolinas HealthCare System NorthEast



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Date

**PROTECTION FROM DISCRIMINATION, HARASSMENT AND RETALIATION (HR-5.07)**

<b>Summary</b>	<p>Carolinas HealthCare System is committed to providing a culture of diversity and inclusion. Carolinas HealthCare System is committed to treating all team members with dignity and respect. It is important to Carolinas HealthCare System that team members, patients, and visitors have an environment that is free from discrimination, harassment, and retaliation. Any action that is demeaning to another person undermines the integrity of the employment relationship. This is clearly not allowed. Carolinas HealthCare System provides team member education surrounding these activities and how to identify them in the workplace. It is not only encouraged, but expected, that all team members report such behaviors. It is the goal of Carolinas HealthCare System that these incidents will be dealt with in a fair manner.</p>
<b>Applies to:</b>	<ul style="list-style-type: none"> <li>➤ All Carolinas HealthCare System team members, volunteers, students, patients, visitors, visiting physicians, patients, and contract workers.</li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>➤ <a href="#">Discrimination</a></li> <li>➤ <a href="#">Harassment</a></li> <li>➤ <a href="#">Sexual Harassment</a></li> <li>➤ <a href="#">Retaliation</a></li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>➤ <a href="#">General Guidelines</a></li> <li>➤ <a href="#">Team Member Responsibilities</a></li> <li>➤ <a href="#">Leader Responsibilities</a></li> </ul>
<b>Related Policies</b>	
<b>Related Links</b>	

**PROTECTION FROM DISCRIMINATION, HARASSMENT AND RETALIATION (HR-5.07)****Definitions****➤ Discrimination**

Discrimination is unfairness resulting in the refusal of an opportunity. Examples of an opportunity may be:

- Hiring
- Promotion
- Transfer
- Selection for education or development

Discrimination occurs when any of the following are used as a basis for the refusal of an opportunity:

- Race
- Gender
- Religion
- National Origin
- Color
- Age
- Protected Veteran status
- Disability
- Pregnancy
- Genetic Information
- Sexual Orientation
- Gender Identity

**➤ Harassment**

Harassment is an action by any team member regardless of position, vendor, independent contractor, or visitor that:

- Unreasonably gets in the way of another team member's work performance; or
- Creates an intimidating or hostile work environment; or
- Singles out a team member, and is to the team member's disadvantage, because of race, gender, religion, national origin, color, age, pregnancy, protected veteran status, disability, genetic information, or any other category protected by federal, state or local laws.

Examples of behaviors that may be harassment are actions, words, comments, jokes, racial or ethnic slurs, or threats. Actions may be verbal, physical or visual.

➤ **Sexual Harassment**

Sexual harassment includes unwelcome advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, including same sex situations. It could happen when:

- Surrendering to the conduct is made either a clear or implied term or condition of a person's employment, or
- Surrendering or refusing the conduct is used as the basis for employment decisions that affect a team member, or
- The conduct greatly interferes with, or is intended to interfere with, a team member's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can take a variety of forms. It can range from slight pressure for sexual activity to physical assault. Examples of sexual harassment may include:

- Unwelcome sexual flirtations.
- Advances or propositions.
- Unwanted sexual compliments.
- Innuendoes, suggestions, or jokes.
- Leering or making sexual gestures.
- Derogatory, vulgar, or graphic written or oral statements about a person's body, sexuality, gender, or sexual experience.
- Sexually degrading words to describe a person.
- Suggestive or obscene letters, notes, text messages, emails, or invitations.
- The display of sexually suggestive pictures or objects.
- Unnecessary, unwelcomed touching, patting, pinching, or attention to an individual's body or impeding or blocking movements.
- Stalking.
- Threats or intimidation of sexual relations or sexual contact, which is not freely agreeable to both parties.
- Physical assault.

➤ **Discriminatory Harassment**

Prohibited harassment on the basis of the following legally protected characteristics: race, color, religion, creed, pregnancy or related medical conditions, age, national origin or ancestry, physical or mental disability, genetic information or any other consideration protected by federal, state or local laws, includes behavior similar to sexual harassment such as:

- Threats, epithets, derogatory comments, or slurs.
- Negative stereotyping,
- Slurs
- Derogatory posters, photography, cartoons, drawings, or gestures.

- Derogatory, emails or text messages.
- Assault, unwanted touching or blocking normal movement.
- Threatening, intimidating or hostile acts related to a person's race, gender, religion, national origin, color, age, pregnancy, protected veteran status or genetic information
- Retaliation for making harassment reports or threatening to report harassment.

➤ **Retaliation**

Retaliation is taking revenge against a team member or co-worker. This may be because a team member reported discrimination, harassment, a complaint, a Carolinas HealthCare System policy violation, or participated in an investigation, proceeding or hearing conducted by a governmental enforcement agency. Examples of retaliation are actions that take place after a documented report of one of the former listed items and can include:

- Unfounded team member counseling,
- Unfounded termination, demotion, suspension,
- Making or threatening reprisals after a negative response to advances or propositions,
- Unfounded evaluations/reviews,
- Threats,
- Intimidation, or
- Other action(s) meant to harm or scare a team member.

## General Guidelines

- Carolinas HealthCare System does not discriminate against any person seeking a job or any current team member. This includes hiring, promotion, transfer, selection for education or development, or any other terms or conditions of employment on the basis of race, color, religion, gender (sex), age, pregnancy, disability, national origin, genetic information, status as a protected veteran or any other category protected by federal, state or local laws. Carolinas HealthCare System fully supports and abides with the law.
- Carolinas HealthCare System does not allow or tolerate any form of harassment or sexual harassment.
- Carolinas HealthCare System does not allow any form of retaliation against any team member. This includes protection for team members filing a complaint, participating in an investigation, proceeding or hearing conducted by a governmental agency, or reporting violations of policies. However, if after investigating a complaint, it is decided that a filing team member provided false information, counseling may occur with that team member. This counseling may be up to the end of employment.
- This policy affects actions and behaviors between team members and leaders, patients, students, volunteers, contract workers, and visitors.
- If it is found that a team member has discriminated, harassed, or retaliated against another, this team member will be subject to appropriate counseling, up to the end of the employment relationship.

- If a team member is discriminated, harassed, or retaliated by a non-team member, it is to be reported immediately. Carolinas HealthCare System wants to provide a comfortable work environment for all team members. A non-team member who subjects a team member to any of these actions in the workplace will be informed of this policy. Other action may be taken as necessary.

### Team Member Responsibilities

- A team member who believes that he/she has been harassed, discriminated, and/or retaliated against is to report it immediately to Human Resources at (704) 631-0300, Corporate Compliance at (888) 540-7247, or the Vice President responsible for their business unit.
  - Team members can be secure that reports will be taken seriously and investigated as promptly as possible. Investigations will generally be conducted as confidentially as possible, balanced with the need to conduct a complete the investigation and to protect the parties involved. This will include talking to all parties involved, including any witnesses.
- A team member is encouraged not to wait until behavior interferes with his/her work performance or creates an uncomfortable work environment. Team members who believe that workplace behavior is negatively affecting them are asked to report it to the unit or department leader or Human Resources. This will allow quick action to be taken to prevent the behavior from becoming harassment.
- Carolinas HealthCare System recognizes that false claims of discrimination, harassment, and/or retaliation can have serious effects on innocent men and women. We trust that all team members will act responsibly and professionally in reporting. A team member who brings a false claim may be subject to counseling up to the end of employment.
- Carolinas HealthCare System expects that all teammates fully cooperate with any investigation conducted under this policy. Failure to cooperate may lead to team member counseling up to, and including, ending the employment relationship.
- Team members are encouraged to raise questions they may have about this policy with Human Resources.

### Leader Responsibilities

- Unit or department leaders are to make sure that all team members are aware of this policy. Leaders are to monitor team member behaviors and actions to make sure they are in accord with this policy. If a team member reports or a leader observes any of these behaviors, leaders are to then report it immediately to Human Resources for further guidance.
- Leaders are expected to follow this policy. This means that leaders are:
  - Not to discriminate in any way on the basis of race, color, religion, gender (sex), age, disability, pregnancy, national origin, genetic information, protected veteran status, or any other category protected by federal, state or local laws during hiring, promotion, transfer, selection for education or development, or any other terms or conditions of employment.



- Not to grant or deny promotions, or force any change in a team member's job status, on the basis of the giving or denying of sexual favors by the team member.
- Not to retaliate in any way against team members participating or reporting a complaint, investigation, or policy violation, or other similar actions.

