PURPOSE:

Brattleboro Retreat is committed to providing a safe, healthful, and productive work environment. Such an environment must be free from intimidation, hostility or other offenses, which interfere with the work performance as described in this policy. Illegal harassment of any sort, whether intentional or unintentional; verbal, written, physical or visual will not be tolerated.

POLICY:

Illegal harassment, which is based on an individual’s race, color, religion, national origin, sex, age, sexual orientation, ancestry, place of birth, and physical/mental condition is expressly prohibited. Illegal Harassment or prohibited offensive behavior by an employee, member of the medical staff or any other individual who is on premises owned or operated by Brattleboro Retreat, will be considered grounds for appropriate corrective action. Such action may include discipline, up to and including termination, temporary or permanent loss of privileges, or other appropriate action.

One type of Illegal Harassment that is expressly prohibited by law is sexual harassment. Sexual harassment may include unintentional or intentional unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when such conduct:

- Creates an intimidating, hostile or offensive work environment.
- Prevents an individual from effectively performing the duties of their position.
- Is made a condition of employment or affects compensation, either implicitly or explicitly.

Retaliation or any form of intimidation, including co-worker retaliation or intimidation, against an individual for bringing forward a complaint or allegation of harassment, is also in violation of this policy and will result in corrective actions, which could include discipline, up to and including termination, temporary or permanent loss of privileges, or other appropriate action.
Definition: What is Illegal Harassment or Offensive Behavior?

Illegal Harassment and offensive behavior can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, violence, or behaviors intended or unintended that have the effect of offending, demeaning or belittling another individual. This includes e-mail communication which will be monitored periodically for compliance with this policy.

PROCEDURE:

Any employee who feels that they have been the subject of prohibited harassment or offensive behavior, or who becomes aware of an incident of harassment, whether by witnessing it or being told of it, must report it to at least one of the following:

1. The employee’s manager/supervisor.
2. The Director of Human Resources, by phone or mail at PO Box 803, Brattleboro, VT 05302.
3. The President and Chief Executive Officer, by phone or mail at PO Box 803, Brattleboro, VT 05302
4. The VP of Patient Care Services and Chief Nursing Officer, by phone or mail at PO Box 803, Brattleboro, VT 05302
5. Vermont Attorney General’s Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: 802-828-3171

If the employee feels comfortable doing so, we encourage them to tell the person engaging in the inappropriate behavior to stop. Any employee who believes he or she is subjected to harassment or intimidation should act as outlined above immediately. Although the Retreat is dedicated to our internal process the employee may contact an outside agency.

An investigation will be conducted promptly and appropriate action will be taken. Any employee or affiliate of Brattleboro Retreat found to have violated this policy would be subject to corrective action, up to and including termination. The Retreat will also take any additional action it deems necessary to correct the situation. The Retreat will not retaliate against any employee who makes a good faith report of a alleged harassment, regardless of our ability to substantiate or further act on the complaint.

An individual who makes unwelcome advances, threatens, or in any way harasses another employee, in violation of this policy, may be held personally liable for such actions and their consequences, which may include legal and financial responsibility for such action.

RESPONSIBILITY:

All employees are responsible, as a condition of their employment, to comply with the aspects of this policy. Each employee is responsible for notifying his/her manager or other appropriate person identified in this policy, when there is reason to believe that a violation of this policy has
occurred or will occur. Each employee is responsible for seeking clarification of this policy if he/she is unsure about its meaning or application.

All managers/supervisors are responsible for reporting to the Director of Human Resources any violation of this policy that they witness or is reported to them. Managers may also be personally liable if violations of sexual harassment are known or should have been known and the manager did nothing to correct the offensive behavior.

The Director of Human Resource is responsible for the timely investigation of all reported violations. The Director of Human Resources, in concert with appropriate Executive Management staff, will determine whether disciplinary action is warranted if a violation of this policy did occur.

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Louis Josephson, Ph.D.          Susan R. Rowell
President and Chief Executive Officer  Director of Human Resources