

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
SEXUAL HARASSMENT (EITHER SEX)**

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Origin: Cardio Pulmonary
Authority: Cardio/Pulmonary Manager
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Scope: All members of the Cardio-pulmonary Department.

Purpose: This Hospital will not tolerate any form of sexual harassment. It is the responsibility of all employees to report such occurrences according to procedure. This includes inappropriate remarks, gestures, innuendoes and uninvited touching. Documented occurrences will result in actions being taken by this administration.

Procedure:

Any employee who feels such a situation has occurred or is made to feel uncomfortable, will immediately notify the Cardiopulmonary Services Director/Manager. Confidentiality must be maintained.

If it is impossible to notify the Cardiopulmonary Services Director/Manager, the employee will proceed up the organizational ladder.

Once notified, the Cardiopulmonary Services Director/Manager will notify the Risk Manager and Human Resources Director.

The Risk Manager will notify the Chief Executive Officer at the earliest possible time.

Further investigation will be conducted under the direction of the Human Resources Director and the Risk Manager.

The offended employee will be notified of any actions taken and will not be persecuted for reporting such occurrences.

Hospital administration retains final responsibility for the resolution of all sexual harassment complaints.

Employees making such charges without just cause will be disciplined and may be responsible for any legal fees incurred.