

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: ANTIDISCRIMINATION COMPLAINT PROCEDURE
POLICY NUMBER: HR-15.00
EFFECTIVE DATE: January 2009
SUPERSEDES:
LAST REVISION DATE: July 2009

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to comply fully with all federal and state anti-discrimination laws. Agencies will not discriminate against individuals with regard to the terms and conditions of employment, including hiring, rehiring, retention, promotion, and/or the provision of benefits. The information provided in this rule is intended to serve as a summary of the SBHS and employees' obligations with regard to preventing unlawful discrimination and harassment in the workplace. For the purposes of this policy, the following terms and definitions apply:

- I. A "disability" refers to a physical or mental impairment that substantially limits one or more of an individual's major life activities.
- II. A "disabled individual" is an individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment.
- III. A "qualified individual" with a disability is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or for which he/she has applied.

EQUAL EMPLOYEE OPPORTUNITY:

- I. SBHS is committed to providing equal employment opportunity for all individuals regardless of race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal, or state law or regulation. The SBHS's goal is to ensure that all individuals are treated in a fair and non-discriminatory manner throughout the employment process.

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- A. As part of this commitment, SBHS prohibits and will not tolerate discrimination against any qualified individual with a disability and seeks to provide reasonable accommodation to all qualified individuals with disabilities. SBHS also prohibits discrimination against an employee who has a family member with a disability. Similarly, SBHS strives to reasonably accommodate employees' religious needs.

- II. SBHS is committed to maintaining a harassment-free workplace. SBHS prohibits and will not tolerate harassment of a sexual nature and/or harassment based on race, color, creed, national origin, ancestry, citizenship, religion, political opinions or affiliations, age, disability, genetic information, gender, pregnancy, childbirth or related conditions, military or veteran status, or other status protected by federal, or state law or regulation. Such harassment violates an individual's fundamental rights and personal dignity, and undermines the integrity of the workplace.
 - A. SBHS's policy of maintaining a harassment-free workplace applies to everyone. SBHS will not permit any employee to be harassed in the course of their work by supervisors, coworkers, or third parties, such as vendors or customers. Any employee who engages in prohibited harassment will be subject to prompt disciplinary action, up to and including termination of employment.
 - B. Employees are expected to be aware of and to refrain from any conduct or behavior that could be construed as harassment. Since harassment can take many forms, it is not possible to provide a complete list of prohibited conduct. While not exhaustive, the following definitions and examples are illustrative of the types of conduct that will not be tolerated in the workplace.

- III. "Sexual harassment" is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes conduct of a sexual nature that is sufficiently severe or pervasive to unreasonably interfere with an

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employee's job performance or create an intimidating, hostile, or offensive working environment.

- A. While sexual harassment encompasses a wide range of conduct, some examples of conduct that are specifically prohibited include:
- a. Promising (directly or indirectly) to reward an employee for complying with a sexually-oriented request;
 - b. Threatening (directly or indirectly) to retaliate against an employee for refusing to comply with a sexually-oriented request;
 - c. Denying (directly or indirectly) an employment-related opportunity to an employee for refusing to comply with a sexually-oriented request;
 - d. Engaging in sexually suggestive physical contact, including touching another employee in a way that is unwelcome, or restricting an employee's movement;
 - e. Displaying, storing, or transmitting pornographic or sexually-oriented materials;
 - f. Engaging in indecent exposure;
 - g. Making obscene gestures or leering;
 - h. Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;
 - i. Using sexually-oriented language, or making inappropriate propositions, jokes, or remarks, including graphic verbal commentary about an individual's body or dress;
 - j. Inquiring, commenting, or gossiping about someone's sexual preferences, activities, deficiencies or prowess; and

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- A. Such harassment includes, but is not limited to, conduct similar to that described above as well as:
 - a. Threats, epithets, derogatory comments, or slurs;
 - b. Derogatory posters, photographs, cartoons, drawings, or gestures; or
 - c. Assault, unwanted touching, or blocking someone's movement.

EMPLOYEE OBLIGATIONS TO REPORT DISCRIMINATION OR HARASSMENT:

It is every employee's responsibility to promptly bring SBHS's attention any incident of harassment or discrimination.

FILING A COMPLAINT

- I. Employees are encouraged to discuss and seek resolution to complaint issues with the supervisor prior to filing a formal complaint.
- II. If resolution is not reached and a formal complaint will be filed, the complaint is to be filed with the Human Resource Department using the Antidiscrimination Complaint Form (See Attachment #1).
- III. Complaints must be received by the Human Resources Manager within ten (10) work days of the alleged antidiscrimination or harassing act within ten (10) work days of the date the employee learns of the alleged antidiscrimination or harassing act, whichever is later. Any evidence available to the employee who supports the allegation is to be submitted with the Antidiscrimination Complaint Form.
- IV. Complaints must be delivered, mailed or faxed to the Human Resources Department as follows:

Serenity Behavioral Health Systems
Human Resources Department
3421 Mike Padgett Highway
Augusta, GA 30906

FAX #: 706/432-7912

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- V. Copies of the complaint form and any attached documents sent to the Human Resources Department must be provided to the management officials(s) involved with the complaint.

INITIAL COMPLAINT REVIEW

Within ten (10) workdays of receiving a complaint alleging antidiscrimination or sexual harassment the Human Resources Department Manager will:

- I. Acknowledge, to the complainant, receipt of the complaint, and indicate the name, location and telephone number of the person assigned to conduct the investigation of the complaint.
- II. Notify the appropriate management official(s) of the status of the complaint.
- III. Forward a copy of the complaint with related materials to the assigned investigator.

SBHS'S RESPONSE:

Upon receiving a complaint, SBHS will conduct a prompt, thorough, and objective investigation of the allegations. All SBHS employees are expected to cooperate in these investigations. Investigations will be conducted in as confidential a manner as possible, and all employees involved in the process are expected to refrain from discussing the matter outside of the investigation process.

COMPLAINT DETERMINATION:

- I. If the investigation concludes that improper conduct has occurred, SBHS's CEO will take corrective and remedial action commensurate with the circumstances, up to and including terminating the employment of employees found to have engaged in such misconduct. Appropriate action will also be taken to deter any future discrimination, harassment, and/or retaliation.
- II. SBHS may authorize appropriate personnel actions to resolve or rectify any past act or alleged act of unlawful discrimination and/or harassment

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pursuant to the provisions of a valid consent decree, agreement, order, or stipulation.

PROTECTION FROM RETALIATION:

SBHS prohibits and will not tolerate retaliation against anyone for raising a concern about, assisting in an investigation of, and/or filing a complaint concerning discrimination and/or harassment. If an employee believes that an act of retaliation has occurred, the employee must notify SBHS as soon as possible. SBHS will act promptly to assure compliance with this policy prohibiting retaliation.

REFERENCES:

- I. Rules of the State Personnel Board - Rule 3 (Antidiscrimination)

ATTACHMENTS

- I. [Antidiscrimination Complaint Form 551](#)

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

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REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date