

# **STILLWATER HOSPICE**

## **Volunteer HARASSMENT AND DIVERSITY INSERVICE**

**Attention: All STILLWATER HOSPICE Employees and Volunteers**  
**Subject: Mandatory Inservice**

As part of the STILLWATER HOSPICE Annual Competency Plan, please read the attached **Harassment and Diversity Inservice**, answer **the post-test and complete the in-service evaluation.**

## STILLWATER HOSPICE

### Volunteer HARASSMENT AND DIVERSITY INSERVICE

**Definition of Unlawful Harassment:** a form of discrimination that violates federal civil rights laws and the antidiscrimination laws of many states.

In 1961, the Indiana Civil Rights Commission was formed to eliminate illegal discrimination in the workplace.



### Indiana Antidiscrimination Law

**Indiana Code 22-9** makes it illegal for an employer or labor organization to discriminate against someone on the basis of sex.

The Indiana Civil Rights Law specifically covers employment discrimination on the basis of race, religion, color, sex, disability, national origin, and ancestry.



**Diversity** does not just mean male or female, or employees of different races.

**Diversity** refers to the variety of differences between people in the work environment.

**Diversity** encompasses race, gender, ethnic group, age, personality, cognitive style, organizational function, education, background and more.

**Definition of Workplace Harassment:** includes any unwelcome verbal, written or physical conduct that shows hostility or aversion towards a person on the basis of their **protected characteristics/categories**, which are listed below.

Indiana State Law currently **protects** employees on the basis of:

- Disability (physical or mental)
- National Origin
- Ancestry
- Race
- Color
- Religion
- Gender

Local and/or Federal Law may also **protect** individuals on the basis of:

- Military Status
- Pregnancy
- Age (over 40)
- Sexual Orientation
- Gender Identity

### **Two Types of Unlawful Workplace Harassment**

<b>Economic “quid pro quo”</b>	<b>Environmental “hostile work environment”</b>
This term means “this for that.” This is a type of sexual harassment which exists when a supervisor or other “superior” demands sexual favors or attention in return for job benefits, such as a raise, promotion, or preferred assignment.	This is a type of sexual harassment when an employee is subjected to unwanted actions or comments of a sexual nature, sexual stories or innuendos, discussions about employees’ sex lives, unwanted touching, or requests for sex or sexual materials in the workplace. May not only be sexual in nature but can result from unwelcome and offensive behavior by supervisors, managers, or co-workers.

Stillwater Hospice has a personnel policy, ***Sexual Harassment***, which is available to all employees/volunteers. In this policy, are the following statements:

- It is the policy of Stillwater Hospice to provide an environment free from sexual and sex-based harassment.
- STILLWATER HOSPICE’s no tolerance policy for harassing behavior extends to all Agency-related activities, including off-site.
- It is against the policy of STILLWATER HOSPICE for any employee or volunteer, whether a manager, supervisor, or co-worker, to sexually harass another employee/volunteer.

Also found in the STILLWATER HOSPICE Personnel Manual:

### **Other Forms of Harassment**

Prohibited harassment also includes verbal or physical conduct that defames or shows hostility toward an individual. STILLWATER HOSPICE prohibits, forbids, and does not tolerate discrimination against anyone on the basis of race, color, religion, sex, sexual orientation, age, national origin, veteran status, disability, or any other basis prohibited by applicable federal, state, or local laws.

Examples of conduct or situations in the workplace that could amount to environmental harassment:

- Belittling pictures or objects depicting persons of a particular race, ethnicity, or other protected category
- Teasing, mimicking or repeatedly commenting on an individual's disability, dating habits, ethnicity, accent, or other protected category
- Repeated requests for a date with someone who is not interested
- Using belittling expressions to refer to the opposite gender such as "honey," "dear,"
- "Sweetheart," "hunk" or "stud"
- Invading an individual's physical space; standing too closely or touching a person's body or hair
- Massaging an individual's shoulders or neck



***UNWELCOME STARING***



**Remember, in order to constitute as harassment, the object or behavior must be "UNWELCOME" by the recipient and/or the observer.**

How do you know if the behavior is unwelcome??????

Whether something is unwelcomed or not is viewed from the perspective of the alleged "victim." Intentions do not count. So, even if you mean well, it is the reasonable reaction or interpretation of others that matters.

Always show respect in the workplace. If you are not sure of the reaction to something you might say or do, first ask yourself if it is all right, or just do not do it.

What if you accidentally say or do something that offends another person?



### **Apologize Immediately**

Let that person know that your behavior will change, and you will do your best not to let it happen again.

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What to do if you believe you have been harassed?



Any employee or volunteer who believes he or she has been harassed in violation of the STILLWATER HOSPICE policy should report the conduct immediately to his or her Volunteer Coordinator; or, if that person is responsible for the harassment, to the Director of Human Resources or the V.P. of Clinical Services. The volunteer always has the option of reporting the conduct directly to the Director of Human Resources if he or she prefers.

A thorough and impartial investigation of all concerns will be conducted in a timely and confidential manner. Any employee/volunteer of STILLWATER HOSPICE who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including discharge.

STILLWATER HOSPICE prohibits retaliation made against any employee/volunteer who lodges a good faith concern of discrimination, or who participates in any related investigation. Employees should recognize that making false or bad faith accusations of discrimination can have serious consequences for those who are wrongly accused. STILLWATER HOSPICE prohibits deliberately making false and or malicious allegations of discrimination, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

