PURPOSE
To establish protection for Hospice of the Bluegrass employees from unlawful sexual harassment.

POLICY
Sexual harassment in the workplace is a violation of Title VII of the 1964 Civil Rights Act. It is the unconditional policy of Hospice of the Bluegrass to protect all employees from sexual harassment from occurring, and by taking swift, corrective action against any sexually offensive behavior. All supervisory personnel are aware of this policy and are responsible for its enforcement.

SCOPE
Hospice of the Bluegrass prohibits sexually harassing or offensive conduct in the workplace. No supervisor, employee, volunteer, or non-employee may threaten or insinuate, either explicitly or implicitly, that an employee’s negative response to sexual harassment will adversely affect the employee’s hiring, retention, evaluation, wages, advancement, assigned duties, or any other condition of employment. Such conduct includes, but is not limited to:

- Sexual flirtation, touching, advances, or propositions
- Verbal abuse of a sexual nature
- Graphic or suggestive comments about an individual’s dress or body
- Sexually degrading words used to describe an individual
- Jokes and stories of a sexual nature; and
- The display of sexually offensive objects or pictures; including nude photographs

ENFORCEMENT
Any employee who believes that he/she has been the subject of sexual harassment has a responsibility to report the alleged act immediately to his/her supervisor, or to another supervisor if the complaint involves his/her supervisor. Any personnel violating this policy may be subject to disciplinary action, including immediate termination of employment.
SEXUAL ABUSE POLICY
Policy No. 1-082.1

POLICY

The organization prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. The organization provides procedures for employees, volunteers, family members, board members, patients, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for employees who commit such acts. No employee, volunteer, patient or third party, no matter his or her title or position has the authority to commit or allow sexual abuse.

The organization has a “Zero-Tolerance” policy for any sexual abuse committed by an employee, volunteer, board member or third party. Disciplinary action up to and including termination of employment and criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the patient or child’s care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment (See HOB Clinical Policy No. 3-005.1). Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

Physical and behavioral evidence or signs that someone is being sexually abused are listed below.

- Difficulty in walking
- Torn, stained or bloody underwear
- Pain or itching in the genital area
- Bruises or bleeding of the external genitalia
- Sexually transmitted diseases

Behavioral signs of sexual abuse:

- Reluctance to be left alone with a particular person
- Wearing lots of clothing especially in bed
- Fear of touch
- Nightmares or fear of night
- Apprehension when the subject of sex is brought up

PROCEDURE

Reporting Procedure

If you are aware of or suspect sexual abuse taking place, you must immediately report it to your supervisor or another supervisor if the complaint involves an immediate supervisor. If the suspected abuse is to an adult, you should report the abuse to our local or state Adult Protective Services (APS) Agency. If it is a child who is the victim, then you should report the suspected abuse to your local or state Child Abuse Agency. If you do not know your state child abuse agency, you can call the Child Help’s National Child Abuse Hotline, 1-800-422-4453, TDD 1-800-222-4453.
**Anti-retaliation**

The organization prohibits retaliation made against any employee, volunteer, board member, or patient who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, 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.

**Investigation and Follow-up**

The organization will take all allegations of sexual abuse seriously, and will promptly and thoroughly investigate whether sexual abuse has taken place. The organization will use an outside third party to conduct and investigation. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. The organization provides notice that they have the option of placing the accused on a leave of absence.

The organization will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.