

# SYSTEMWIDE POLICY

## Harassment Free Workplace

**This Policy is Applicable to the following Corewell Health sites:**

**SYSTEMWIDE**

Beaumont Corporate Shared Services, Beaumont Dearborn, Beaumont Farmington Hills, Beaumont Grosse Pointe, Beaumont Medical Group, Beaumont Pharmacy Solutions, Beaumont Royal Oak, Beaumont Taylor, Beaumont Trenton, Beaumont Troy, Beaumont Wayne, Big Rapids (Mecosta County Medical Center), Continuing Care, Corewell Health Watervliet Hospital, Corporate (Spectrum Health System), Gerber Memorial (Newaygo County General Hospital Association), Ludington (Memorial Medical Center of West Michigan), Outpatient/Physician Practices, Pennock (Pennock Hospital), Post Acute Care (Beaumont), Priority Health, Reed City (Reed City Hospital Corporation), SH GR Hospitals (Spectrum Health Hospitals), SHMG, Spectrum Health Lakeland (Lakeland Hospitals at Niles and St. Joseph Inc.; Applicable Corewell Health South Regional Sites), United/Kelsey (Spectrum Health United; Spectrum Health Kelsey Hospital), Zeeland (Zeeland Community Hospital)

<b>Applicability Limited to:</b>	N/A
<b>Reference #:</b>	7178
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<b>Functional Area:</b>	Human Resources, Team Member Relations
<b>Department Area:</b>	Human Resources

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### 1. Purpose

Corewell Health strives to create and maintain a harassment free work environment in which all employed and non-employed team members, patients, members, visitors, and vendors are treated with dignity, decency, and respect while leveraging our core values.

For this purpose, Corewell Health prohibits harassment for any discriminatory reason, such as race, color, national origin, sex, disability, age, religion, genetic information, marital status, height, weight, gender, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic under federal, state, or local law. This policy is intended to comply with federal, state, and local laws prohibiting harassment; however, Corewell Health may find violations of this policy where there is not a violation of the law.

This policy may apply to actions or communications that take place away from the workplace or outside work hours (whether in person or via social media or electronic communications) if those actions create a hostile, intimidating, or offensive work environment for any employed or non-employed team member, substantially or unreasonably interfere with an employed or non-employed team member's performance or workplace opportunities, or otherwise have a material adverse impact on a term, condition, or benefit of employment, education, or work for any employed or non-employed team member.

### 2. Definitions

- 2.1. Employed Team Member:** an individual on Corewell Health's payroll who may also receive benefits, if eligible, directly from Corewell Health; May also be referred to as employee.

Entities will reference associated Documentation contained within this document as applicable  
Printouts of this document may be out of date and should be considered uncontrolled.

- 2.2. **Non-Employed Team Member:** an individual who is not employed by a Corewell Health entity but who works or provides services on behalf of Corewell Health or on behalf of another organization; May also be referred to as non-employee.
- 2.3. **Harassment:** unwelcome verbal, physical, or visual conduct that is based on a person's protected characteristic and includes hostile work environment harassment (whether based on sex or any other protected characteristic) and "quid pro quo" sexual harassment.
- 2.4. **Hostile Work Environment Harassment:** conduct which is based on a protected characteristic and has the purpose or effect for any employed or non-employed team member of:
  - 2.4.1. Creating an intimidating, hostile, or offensive work environment
  - 2.4.2. Substantially or unreasonably interfering with an individual's work performance or academic performance
  - 2.4.3. Otherwise negatively affecting an individual's opportunities with Corewell Health, whether employment opportunities, continued service opportunities, or academic opportunities.
- 2.5. **Protected Characteristic:** A person's race, color, national origin, sex, disability, age, religion, genetic information, marital status, height, weight, gender, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic under federal, state, or local law.
- 2.6. **"Quid pro quo" Sexual Harassment:** where submission to unwelcome sexual advances, requests for sexual favors, or other sexual harassment is made an express or implied condition of any person's continued employment, education, or association with Corewell Health, or where either submission to, or rejection of sexual harassment is used as the basis for an employment decision or a decision affecting a non-employed team member's work or education with Corewell Health.

### 3. Responsibilities

- 3.1. Team Member Responsibilities:
  - 3.1.1. If any team member believes that they have been harassed, or witnesses or otherwise is aware of conduct prohibited under this policy, the employed or non-employed team member is encouraged to make it clear to the harasser that the conduct is unwelcome and should stop.
  - 3.1.2. The team member must also report the conduct immediately to their leader, to compliance or to any member of Human Resources. Employed and non-employed team members must not remain silent and must not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.
- 3.2. Leader Responsibilities:
  - 3.2.1. All levels of management will be held to the highest standard of behavior and are responsible for fostering a culture of dignity and respect among workers in accordance with Corewell Health's core values.
  - 3.2.2. Leaders must act immediately on observation or allegations of harassment. All leaders who receive a complaint or are otherwise aware of conduct that may violate this policy must immediately notify Human Resources to initiate an investigation. Failure to notify Human Resources of a complaint or conduct that may violate this policy may lead to disciplinary action.
- 3.3. Human Resources Responsibilities:

- 3.3.1.** Human Resources will promptly, fairly, and thoroughly conduct fact finding appropriate to each complaint. Fact-finding may include documented interviews and/or complainant/witness statements. An investigation may be conducted and/or coordinated with legal or other resources outside of Human Resources.
- 3.3.2.** Physician or resident related investigations may be conducted and/or coordinated with the appropriate program director(s), legal, the provider standards committee, or other resources outside of HR.

#### **4. Compliance**

- 4.1.** Team Members should take time to read and become familiar with the details of any policies that apply to them and to follow any expectations outlined. Seek clarification from your leader or from HR (Human Resources) if you need it. When policies are not followed, there may be coaching or performance correction that results.
- 4.2.** When a team member is covered by a collective bargaining agreement (CBA) and the terms of the CBA are different, the team member should follow the CBA instead of the policy.

#### **5. Policy**

- 5.1.** Employed and non-employed team members must exercise their own good judgment to avoid any conduct that may be perceived by others as Harassment.
- 5.2.** The alleged harasser's intent, or lack of intent to harass, is not the determining factor in deciding whether this policy has been violated.
- 5.3.** Corewell Health will not retaliate, nor tolerate retaliation against any team member who in good faith brings a complaint to the attention of Corewell Health or participates in an investigation regarding a complaint.
- 5.4.** Harassment can be verbal or non-verbal and can include physical conduct, written conduct, visual displays, or content presented on social media platforms or via any electronic communications that is based on a person's protected characteristic. Such conduct may include, but is not limited to the following:
  - 5.4.1.** Slurs or epithets
  - 5.4.2.** Insults, put-downs, or name-calling
  - 5.4.3.** Offensive or derogatory stories, jokes or comments,
  - 5.4.4.** Offensive or derogatory objects, symbols, pictures, visual displays or other non-verbal content or communications
  - 5.4.5.** Offensive or derogatory gestures, noises, or other physical actions
  - 5.4.6.** Negative stereotyping
  - 5.4.7.** Threats, intimidation, or coercion
  - 5.4.8.** Hazing
  - 5.4.9.** Segregation or ostracism
  - 5.4.10.** Ridicule or mockery
- 5.5.** Examples of sexual harassment can be verbal or non-verbal and can include physical conduct, written conduct, visual displays, or content presented on social media platforms or via electronic communications that is based on a person's sex. It may include harassment that is not sexual in nature (for example, offensive remarks about an Individual's sex or gender). Such conduct may include, but is not limited to, the following:
  - 5.5.1.** Suggestive comments and innuendo
  - 5.5.2.** Unwanted physical contact or advances or requests for sexual favors
  - 5.5.3.** Repeated requests or pressure for "dates"
  - 5.5.4.** Discussion about, or inquiries into, sexual activities or experiences
  - 5.5.5.** Insults or verbal abuse of a sexual nature
  - 5.5.6.** Graphic verbal commentaries about an individual's body

- 5.5.7. Use of sexually degrading words or vulgar words of a sexual nature
- 5.5.8. Humor or jokes about sex or gender-specific traits
- 5.5.9. Display of sexually suggestive objects or pictures, derogatory posters, cartoons, drawings, or other items
- 5.5.10. Leering, whistling or suggestive sounds
- 5.5.11. Obscene gestures
- 5.5.12. Displaying pornographic materials and lewd photographs in common areas or via computer
- 5.5.13. Prohibited touching with associated innuendoes (includes unwelcome pinching or touching or intentional brushing of the body).

## 6. Revisions

Corewell Health reserves the right to alter, amend, modify, or eliminate this document at any time without prior written notice.

7. **Policies Superseded and Replaced:** This policy supersedes and replaces the following policies as of the effective date of this policy: [Spectrum Health Harassment Free Workplace, #7178]; [Beaumont Health Acceptable Behavior and Harassment Prevention, #9412562].

## 8. Policy Development and Approval

### Document Owner:

Mark Pakkala (Dir Sr, Human Resources)

### Writer(s):

Anne Dewys (Dir, Contracted Consultant), Patricia Leonard (Dir, Labor Relations)

### Reviewer(s):

Brian Krupiczewicz (SVP, People Operations), Ellen Hoepfner (Senior Counsel), Eric Bacigal (VP, Well-Being), Joel McDermott (VP, Talent & Culture), Lajan Harrington (SVP, Talent Attraction), Laurie Pankow (VP, Learning Officer), Nicole Mcconnell (SVP, People Strategies & Ops), Nicole Paterson (Senior Counsel), Paul Slavin (SVP, Total Rewards)

### Approver:

Tracie Morris (Chief People Officer)

## 9. Keywords:

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