

EMPLOYEE AND PATIENT SEXUAL HARASSMENT POLICY:



LHC has pledged to preserve a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with the Agency.

POLICY:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the Agency, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed either on or off company premises. "Victims of sexual harassment have the right to sue both the Agency and the perpetrator by contacting the Equal Employment Opportunity Commission or a state agency. For this reason and for the protection of all our Employees, LHC seeks to prevent sexual harassment.

OBSERVE AND REPORT:

All LHC Employees' are responsible for helping ensure that our workplace is kept free of sexual harassment. If you feel you have been a victim of sexual harassment, report the behavior to our Sexual Harassment Coordinator, the Administrator or to any Supervisor. If you have witnessed sexual harassment, you also are required to report the incident(s) so that prompt action(s) may be taken. All complaints will be treated seriously, kept as confidential as possible and investigated fully. LHC expressly forbids any retaliation against Employees for reporting sexual harassment. If, however, the company finds that false charges have been filed, disciplinary action may be taken against anyone who provides false information. If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment.

VIOLATIONS OF THIS POLICY:

LHC will take appropriate corrective actions against anyone found to be in violation of this policy, including possible immediate termination of employment.

CONTACT AND REPORT:

The Office of Equal Opportunity
316-E Finance Building
Harrisburg, PA 17120-0018
(717) 705-3691

The Pennsylvania Human Relations Commission
301 Chestnut Street
Suite 300
Harrisburg, PA 17101-2515
(717) 783-8274

The Pennsylvania Department of Health
Health and Welfare Building
8th Floor West
625 Forster Street Harrisburg, PA 17120
1-800-254-5164