



## **IAHPC EQUAL EMPLOYMENT AND SEXUAL HARASSMENT POLICIES**

The Organization's objective with these policies is to provide a work environment that fosters mutual employee respect and working relationships free of discrimination and harassment.

### **IAHPC EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the policy of IAHPC to extend equal opportunity to all qualified employees and applicants for employment, without regard to race, color, sex, religion, age, national origin, disability, and any other protected status under the law. In compliance with State and Federal law, the Organization shall provide reasonable accommodation to applicants and employees with qualified disabilities.

### **IAHPC SEXUAL HARASSMENT AND OTHER FORMS OF ILLEGAL HARASSMENT POLICY**

Sexual harassment refers to behavior of a sexual nature that is not welcome, is personally offensive, debilitates morale, or interferes with the work performance and effectiveness of its victim. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes harassment when:

1. Submission to conduct is made explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The IAHPC prohibits sexual harassment and any other forms of harassment based on race, color, sex, religion, age, national origin, disability, and any other protected status under the law. Sexual harassment and harassment based on race, color, sex, religion, age, national origin, disability, and any other protected status under the law is against IAHPC policy and is in violation of Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act. Sexual or other harassment in the work place by a manager, supervisor, employee or non-employee, will not be tolerated.



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**REPORTING COMPLAINTS**

Any individual who believes that he or she is being subjected to discrimination, sexual or other illegal harassment of any kind by anyone connected with his or her work should report the matter promptly to a supervisor or to another member of management. It is not necessary to follow a chain of command. It is imperative, however, that an individual initiate a complaint in order to trigger the protection afforded by this policy. The Organization cannot rely on second-hand information or gossip as grounds to initiate an investigation. Any supervisor or manager who receives a complaint of harassment must report it to the Chair of the Board of Directors, or the Vice-Chair of the Board of Directors, and the Executive Director to handle the Complaint.

The initiation of a complaint, in good faith, will not under any circumstances be grounds for discipline. It is a violation of the Organization's policy and applicable law for an individual to be disciplined or disadvantaged in any way as a result of the good faith resorting to this complaint procedure. The IAHPC will take appropriate disciplinary action, up to and including termination, against any employee who retaliates against another employee because the employee made a good faith complaint under this policy.

**INVESTIGATION**

The IAHPC will carefully investigate each complaint of discrimination, sexual harassment or any other type of legally prohibited harassment. The Organization cannot guarantee confidentiality of complaints of discrimination or illegal harassment because it may be necessary to divulge information as part of the investigation or pursuant to a legal proceeding. The Organization will, nevertheless, protect the confidentiality of discrimination and harassment allegations to the extent possible. Information about a complaint will be shared, to the extent possible, only with persons who need to know.

The IAHPC will interview the complainant, the individual accused and any witnesses identified by either party. Within a reasonable time of concluding the investigation, the person initiating the complaint, as well as the accused, will be told the results of the investigation and any disciplinary measures that the Organization has chosen to take as a result of the investigation.

**DISCIPLINARY ACTION**

Any individual who violates these policies will be subject to discipline up to and including termination. The IAHPC may terminate an offender or take any other appropriate disciplinary action, irrespective of whether it is the offender's first violation of this policy.