

PRODUCTIVE WORK ENVIRONMENT (HARASSMENT)

It is the policy of Nurses & Company to promote a productive work environment and to not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Employees are expected to maintain a productive work environment that is free from acts or threats of violence or harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.

Each supervisor and manager has a responsibility to keep the workplace free from any act or threat of violence that endangers the safety of employees or patients, as well as any form of harassment and in particular, sexual harassment. No supervisor or manager is to threaten, or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Other sexually harassing, offensive or violent conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes but is not limited to:

- A. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- B. Verbal abuse of a sexual or non sexual nature;
- C. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;
- D. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs;
- E. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages;
- F. Physically harming another by shoving, pushing, harassment, intimidation, coercion, brandishing weapons and threats or talk of violence;
- G. Use or possession of a weapon is prohibited.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, pregnancy, age or military status is also prohibited.

Any employee who believes that a supervisor's, manager's, other employee's, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The

report or complaint should be made to the employee's supervisor or Director of Operations if the complaint involves the supervisor.

Complaints of harassment are to be handled and investigated as specified by the Director of Operations. Regardless, all complaints of harassment are to be investigated promptly and in as impartial and confidential manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any employee or supervisor who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. Nurses & Company prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was not submitted in good faith, the individual who provided the false information will be subject to disciplinary action, up to and including termination.