

NFA Sexual Harassment Policy

Nursing for All is committed to being an organization which is worthy of its patients' and employees' trust. We will not tolerate sexual harassment or exploitation of any kind.

What is Sexual Harassment? What is Sexual Exploitation?

Sexual harassment may include a range of behaviors which are unacceptable between any two affiliates of Nursing for All, including nurses, patients, staffers, or members of the Board of Directors.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered sexual harassment in this workplace.

Sexual exploitation takes place when one affiliate of NFA (e.g., nurse, administrator) makes the receipt of services (e.g., healthcare, salary) or consideration (e.g., in the case of hiring decisions) condition upon compliance with sexual harassment.

Sexual harassment or exploitation can take place anytime there are two NFA affiliates interacting. It does not have to be on NFA property or during official NFA business. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other NFA employee, or a non-employee, such as patient.

What Do I Do About Sexual Harassment?

All employees are responsible for helping ensure that our workplace is kept free of any type of harassment. If you believe anyone is harassing you, we encourage you, if comfortable doing so, to tell the harasser in clear language that the behaviors or advances are unwelcome or unwanted and must stop. (separate you vs "another individual" language) The harasser may not realize the behavior is objectionable and a simple communication may effectively end the behavior.

If you have witnessed harassment of any kind between NFA affiliates, you must also report the incident to one of the people listed above. If you fail to do so, especially if you

are in a supervisory or managerial role relative to the person committing harassment, you may also face the consequences listed below.

Please report sexual harassment or exploitation to either your Program Officer (G. Clinton Zeatoc or Kormassah Baysah) or to the President of the Board, currently Laura Jean Ridge at ljridge@nursingforall.org. If one of those three people is the perpetrator of harassment, please report to the other Program Officer or Board member Veena Ramaswamy (veena.ramaswamy@gmail.com).

Please use the attached “Incident Summary” to describe what happened. Someone can help you fill it out if needed. After reporting a sexual harassment, or assisting someone in reporting sexual harassment, please keep the complaint confidential. Keeping confidentiality will respect the victim’s privacy and allow the follow-up investigation to proceed professionally.

Employees found to have subjected another employee to unwelcome conduct of a sexual nature will face discipline that is appropriate to the circumstance, including and ranging from:

- a verbal or written reprimand, to
- anti-harassment training and education, to
- a letter of reprimand that goes into employee file, to
- suspension without pay of varying lengths, to
- separation for cause

All complaints will be treated seriously, kept as confidential as possible and investigated fully, promptly, and impartially. Retaliation against employees who report sexual harassment will also be subject to the same disciplinary process.

What are Other Kinds of Harassment?

In addition to sexual harassment, Nursing for All prohibits all other harassment based on age, race, color, national origin, gender, gender identity or expression, sexual orientation, religion, physical or mental disability, medical condition, marital status, and military status. Anyone who believes they have been subjected to harassment on these bases should follow the above procedure for reporting sexual harassment, and the report will be investigated.

Protection Against Retaliation

Nursing for All will not tolerate any form of retaliation against any employee who opposes discrimination or prohibited harassment, makes a complaint, or participates in any manner in an internal investigation or an investigation, proceeding, or hearing.

If you believe that you have experienced or witnessed retaliation, you should immediately report your concern to the same people to whom you would report harassment.

Summary of Process and Roles:

If you're harassed or exploited, what should you do?

Tell the person to stop, clearly. If they do not stop, or if you still wish to report the incident to NFA, use the Incident Form. Please report as promptly as possible, using as clear language as possible. If you need help filling out the form, please ask the person helping you to keep it confidential. Submit the form to the appropriate person (usually your PO, unless they are the harasser). After you have submitted the form, please respond to the investigator as needed and honor the confidentiality of the investigation.

If you observe harassment, what should you do?

Report the incident to the appropriate person at NFA using the incident form. After you have submitted the form, please respond to the investigator as needed and honor the confidentiality of the investigation.

If you are investigating harassment, what should you do?

Please respond supportively to the complaint without judgement of either party. Please notify the NFA Board of the complaint and keep them informed throughout the investigation. Please report the incident as you were told and include the form as written. The Board will follow up ASAP to discuss next steps. In the meantime, please honor the confidentiality of the complaint.

If you are accused of sexual harassment or exploitation, what should you do?

Speak honestly about the incident with the NFA staffer who is investigating the incident. Do not contact complainant for any reason. Do not discuss the investigation with anyone until you are told it's appropriate to do so.

What is the role of the NFA Board in preventing sexual harassment and exploitation at NFA?

The NFA Board will develop and approve policies like this one on a regular basis with input from NFA nurse leaders. The NFA Board will assist with sexual harassment investigations as necessary, and will participate in determining the appropriate disciplinary action if an affiliate is found to have harassed or exploited another affiliate.

Nursing for All Annual Acknowledgement

I, (name)

as a (position)

of Nursing for All, commit to supporting a workplace free of sexual harassment and exploitation.

My signature confirms that I have read and understand the policy and that I commit to:

1. Abstaining from such conduct personally
2. Reporting sexual harassment to Nursing for All if I hear about such conduct by my colleagues
3. Upholding the policies Nursing for All has in place to prevent such conduct
4. Assisting Nursing for All's support of the victims of such conduct should it take place

If you do not wish to sign this form, please contact the Board President, Laura Jean Ridge, at ljridge@nursingforall.org to discuss.

Signed

Dated

Nursing for All Incident Summary

Date of Form:

Staffer Involved in Incident (alleged complainant/violator)

:

Date of Incident:

Describe the Incident:

Any further information Nursing for All:

Signed (victim)

Signed (person who assisted victim with this form, if anyone)

Dated
