

PREVENTING SEXUAL HARASSMENT

WHAT IS SEXUAL HARASSMENT? Sexual harassment not only violates KDHS' policy, but also is a violation of the Civil Rights Act. Sexual harassment occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or perceived sexual nature, to another employee, against his or her wishes.

WHAT ARE SOME EXAMPLES OF SEXUAL HARASSMENT? Sexual harassment can take many forms and the determination of what is sexual harassment will vary according to the particular circumstance and as perceived by the targeted person. Sexual harassment may involve behavior by a person of either sex or against a person of the same or opposite sex. Examples of sexual harassment may include:

- ✚ Unwanted or off-color jokes, gestures, offensive words on clothing, and unwelcome comments
- ✚ Touching, hugging, and any other bodily contact such as scratching or patting a coworker's back or interfering with an employee's ability to move
- ✚ Repeated requests for dates that are turned down or unwanted flirting
- ✚ Transmitting or posting emails or pictures of a sexual or other harassment-related nature
- ✚ Displaying sexually suggestive objects, pictures or posters

SEXUAL HARASSMENT IS BASED ON PERCEPTION – NOT INTENT

HOW TO REPORT SEXUAL HARASSMENT? Team members who believe they are victims of, or witness to, sexual harassment are urged to report such incidents as soon as possible as follows:

- ✓ Contact your immediate supervisor
- ✓ Contact the Compliance & Integrity Department (Mona Thompson, Vice President/Chief Compliance Officer) or Paula Willis, Compliance Officer, 606-408-0161)
- ✓ Contact your Vice President
- ✓ Complete the Compliance Concern Form
- ✓ Call the anonymous hotline, 606-408-4145 or 877-327-4145
- ✓ Email corporatecompliance@kdmc.kdhs.us (this is not anonymous)

Appropriate investigation and disciplinary action will be taken. No adverse employment action will be taken against team members who make a good faith report of alleged harassment.