



Employee Harassment Policy

Definition

Employee Harassment exists when workplace conduct denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability or sexual orientation.

Specifically, this refers to conduct which:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment; or
- Unreasonably interferes with a person's work performance; or
- Adversely affects a person's employment opportunity.
 - Examples include, but are not limited to, offensive stories or jokes, slurs, obscenities. Assault, unwanted touching, display or derogatory posters, cartoons, drawings, computer images and treating persons of particular race, sex, etc. in a harsh abusive or derogatory manner.

Reporting Procedure

- Any employee who experiences any form of employee and/or sexual harassment should let the harasser know that his/her behavior, comments or gestures are unwelcome and offensive. In other words, tell the person to stop.
- If you prefer not to confront the offending party, or if you confront them and your attempts fail, you should report the complaint to a manager or shift supervisor.
- Management will conduct a thorough investigation of every complaint in as confidential a manner as possible.
- After the investigation, if the determination is made that unacceptable conduct has occurred, TravelMed USA will take corrective action up to, and including, termination of the harasser; steps will be taken to prevent further harassment and appropriate action will be taken to remedy the victim's loss, if any.

Protection against Retaliation

TravelMed USA prohibits retaliation against any employee who reports harassment, files a complaint, testifies, assists or participates in any manner in an investigation.

Additional Information on Harassment

The Department of Fair Employment and Housing (DFEH) is the state agency that resolves complaints of unlawful discrimination, including sexual harassment.

To contact your state fair employment agency, consult your local telephone directory under Statement Government Offices.

The Equal Employment Opportunity Commission (EEOC) is the federal fair employment agency that resolves sexual harassment claims. To contact the commission, consult director assistance for Washington, D.C.