

I. POLICY

It is the policy of Eastern Virginia Medical School to provide an environment that is free from harassment. Harassment in any form will not be tolerated.

II. HARRASSMENT, GENERALLY

A. Definition. Harassment is any unwelcome and/or offensive actions, remarks, or behaviors that interferes with a person's work or academic performance or creates an intimidating or hostile environment, based on an individual's gender, race, ethnic background, religion, national origin or citizenship, age, disability, marital status, sexual orientation, genetic information or other basis prohibited by law.

B. Examples. Harassment can include, but is not limited to:

1. physical assault;
2. display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups;
3. verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group;
4. offensive or suggestive comments, letters, emails, or telephone calls;
5. insults, jokes, teasing, threats, embarrassing comments, or other remarks that belittle people or make them uncomfortable;
6. inappropriate pictures, cartoons, or other objects;
7. making obscene or rude gestures at someone or as an impersonation of someone;
8. unwanted or unnecessary touching or blocking someone's movement; and
9. using communications and information technology (i.e. cell phones, email, social media) to intimidate, threaten, offend or embarrass an individual.

III. SEXUAL HARASSMENT

A. Definition. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature, whether between people of different sexes or the same sex, when:

1. submission to such conduct is made either directly or indirectly as a term or condition of an individual's education, training, or employment (for example, employment status, promotion, training, pay levels, performance reviews, work and shift assignments, etc.);
2. submission to or rejection of such conduct is used as a basis for making employment decisions; or
3. the conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

B. Examples. Sexual Harassment can include, but is not limited to:

1. physical assault/unnecessary touching of a sexual nature (pinching, patting, hugging, or brushing against a person's body);
2. sexual advances, flirtations, propositions, or suggestive comments;
3. sexually explicit or offensive jokes, whether written or verbal;
4. sexually degrading words used to describe an individual;
5. sexually graphic or verbal remarks of a sexual nature about gender-specific traits, an individual's clothing or body;
6. displays of pornographic materials or sexually suggestive objects, pictures or cartoons; and
7. inquiries, remarks, discussions, or gossip about a person's sexual activity or sexual experiences.

IV. HARRASSMENT COMPLAINTS

A. Reporting. In fulfilling their supervisory responsibility to a positive, productive and harassment free work environment, managers and supervisors are expected to immediately halt any harassment that comes to their attention and are expected to report such violations to the Director of Human Resources immediately. Employees who believe they have experienced or witnessed any form of harassment, sexual or otherwise, should bring the matter to the immediate attention of the Director of Human Resources who is located at 358 Mowbray Arch, Suite 101, telephone number 446-6043, or his/her designee. Reports may also be made to the EVMS Compliance AlertLine at 1-877-874-8416 or www.evms.alertline.com, which includes the ability to make an anonymous report. There are no time limits for reporting harassment. However, allegations of harassment should be reported as promptly as possible as delays in making a complaint may make it difficult, or impossible, for EVMS to investigate allegations.

B. Investigations. All complaints of harassment will be investigated in a fair and expeditious manner. The investigation will be conducted in accordance with EVMS' customary procedures, and in such a way as to maintain confidentiality to the extent practicable under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, with witnesses, and with the person alleged to have committed the harassment.

C. Disposition. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be notified, to the extent appropriate, of the results of the investigation. If it is determined that an employee has been engaged in harassment, appropriate action will be taken immediately by Human Resources, in accordance with EVMS discipline policies. Such action may range from a verbal warning to termination of employment, and may include other forms of remediation activities such as attendance at harassment training or other as deemed appropriate by Human Resources.

V. PROTECTION AGAINST RETALIATION

I. Any individual who makes a good faith harassment complaint shall be protected from retaliation in accordance with EVMS Compliance Reporting/Anti-Retaliation Policy. Retaliation may include, but is not limited to, adverse employment action, discrimination, harassment, poor work assignments and/or threats of physical harm. Complaints of retaliation should be reported



**HUMAN RESOURCES
ANTI-HARASSMENT POLICY**

to the Director of Human Resources at 757-446-6043 or the Office of Compliance at 757-446-6008.