

	Institutional Policy	
	<b>Policy Name</b>	Workplace Behavior Expectations
	<b>Effective Date</b>	06/26/2017
	<b>Approved Date</b>	06/26/2017
	<b>Next Approval Date</b>	06/26/2020
	<b>Policy Owner</b>	Sarah Hartman
<b>Approved by:</b> Sarah Walker		

## POLICY STATEMENT

National Jewish Health strives to maintain a corporate culture built on mutual respect and decency. In support of fostering a cohesive working environment, inappropriate conduct towards National Jewish patients, faculty, employees, affiliates, volunteers or vendors will not be tolerated. Employees who have experienced inappropriate conduct or those who have witnessed such behavior are encouraged to promptly report the circumstances to their supervisor or Human Resources.

Examples of inappropriate conduct are outlined below. This list is not intended to be all inclusive but is offered to provide a general guideline for unacceptable behavior in the workplace.

- **Hostility:** intimidation, persistent singling out of one person or creating a work environment difficult for another individual to work in.
- **Verbal Bullying:** inappropriate or offensive remarks, shouting or raising your voice at an individual in public or private, insult or humiliation, persistent name calling, slander, spreading rumors, gossiping or using an individual as the subject of jokes.
- **Physical Bullying:** kicking, tripping, pushing, shoving, assault or threat of assault, intentional damage or disruption to an individual's work area or personal property.
- **Gesture Bullying:** nonverbal threatening or obscene gestures, glances that can convey threatening messages.
- **Cyberbullying:** the use of electronic communication (email, texting, blogging, tweeting or any other form of social media) as a means to make derogatory remarks, intimidate or threaten violence against an individual.
- **Incivility:** behavior or communication which is rude, discourteous, disrespectful or conduct that displays a lack of regard for others.
- **Exclusion:** intentional physical or social exclusion or a blatant disregard for an individual in work-related activities.
- **Retaliation:** inappropriate action taken against an individual as a result of good faith reporting that identifies illegal, unethical or inappropriate behavior (see "Non-Retaliation" policy).

## SCOPE

This policy applies to all faculty, employees, affiliates, volunteers, observers, vendors and anyone conducting business on behalf of National Jewish.

## PROCEDURE

- A. Any individual who believes he or she has been the target of inappropriate conduct, or those who have witnessed such behavior, should immediately report the incident to their direct supervisor or Human Resources.
- B. Any supervisor who is informed of inappropriate conduct must report the complaint to Human Resources.
- C. Individuals who believe they, or others covered by this policy, have been subjected to inappropriate conduct and are not comfortable reporting the incident to their direct supervisor should contact Human Resources.
- D. When an allegation of inappropriate conduct is received, the Vice President of Human Resources or designee will conduct an investigation in as prompt a manner and time frame as possible. The complaining employee and the accused employee(s) will be interviewed along with any other witnesses and/or appropriate employee(s). All employees are expected to cooperate throughout the investigation. Confidentiality will be maintained for all parties involved to the extent possible. If it is determined that inappropriate conduct has occurred, the offender will be subject to appropriate corrective action, up to and including termination.
  - 1. If suspension of any of the parties involved is deemed appropriate during the course of the investigation, at the discretion of the Vice President of Human Resources or designee, the individual(s) may be placed on paid leave while the investigation occurs.
  - 2. The accused individual will be notified promptly of the allegations by the Vice President of Human Resources or designee.
  - 3. The Vice President of Human Resources or designee will inform the complaining employee of the outcome of the investigation to the extent possible.
  - 4. If results of the investigation find that the complainant made an accusation of inappropriate conduct knowing it to be false, the complainant will be subject to appropriate corrective action.
  - 5. Records of alleged inappropriate conduct and the subsequent investigation will be kept by the Vice President of Human Resources or designee. Such records are confidential and will be housed in confidential files in the Human Resources Department.
- E. If the complainant or accused employee is a Senior Manager, Faculty Member or Executive, the Chief Operating Officer or designee will conduct the investigation.

- F. If the complainant or accused employee is the Chief Operating Officer or the President/CEO, legal counsel will conduct the investigation and report the findings to the Chairman of the Board of Directors.

**RESPONSIBILITIES**

All faculty, employees, affiliates, volunteers, observers, vendors and anyone conducting business on behalf of National Jewish are responsible for upholding this policy

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**REVIEWED BY:**

**Lisa Murphy**