



SEXUAL AND WORKPLACE HARASSMENT POLICY

We are committed to promoting and maintaining a positive work environment exemplified by professionalism, common courtesy, and mutual respect among employees at all levels of our Company. This Sexual and Workplace Harassment Policy has been adopted in furtherance of that commitment. All full-time and part-time employees of Central Louisiana Area Health Education Center will be required to complete one-hour of training annually on the topic of Sexual Harassment in the Workplace. Certificates of completion of the training is required and recorded in employee's personnel file.

PROHIBITION OF SEXUAL HARASSMENT

Sexual harassment is strictly prohibited. No employee shall be made to submit to sexual advances or to suffer a sexually hostile, intimidating, or offensive work environment that unreasonably interferes with such employee's work performance. Prohibited sexual harassment includes, but is not limited to, sexually suggestive remarks or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about a person's body, sexual and degrading words used to describe a person, and the display of sexually suggestive objects, cartoons, or pictures. It is a violation of our policy for any employee (including a manager or officer) to engage in such actions; to use his or her authority in making sexual advances toward employees over whom such person is authorized to make or recommend employment decisions; to take, recommend or refuse to take action because of sexual favors; or to take or fail to take action as a reprisal against any employee for rejecting sexual advances or for reporting sexual harassment. It also is a violation of our policy for any manager or officer to allow an employee to be sexually harassed by another manager or officer, a co-worker, a client, or an employee or agent of another company with which we are engaged in a business relationship. No manager, officer or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect such person's job, evaluation, wages, advancement, assigned duties, hours of work, or any other condition of employment or career development.

PROHIBITION OF WORKPLACE HARASSMENT

Workplace harassment on the basis of race, color, creed, religion, national origin, age or disability also is strictly prohibited. Prohibited workplace harassment also includes actions that are motivated by hostility toward a person's gender or that are gender based even though such actions may not be sexual in nature. No employee shall be made to suffer a hostile, intimidating or offensive work environment that unreasonably interferes with such person's work performance as the result of conduct of a manager, officer, employee, client, or an employee or agent of another company with which we are engaged in a business relationship that is motivated by race, color, creed, religion, national origin, age, sexual orientation, gender or disability. Prohibited acts of workplace harassment include, but are not limited to, racial, ethnic or gender-based jokes and other similarly rude and offensive jokes or stories; racial, ethnic or gender-based slurs; and any name-calling or acts of physical violence or intimidation that are based on an employee's race, color, creed, religion, national origin, age, gender or disability. It is a violation of our policy for any manager, officer, or employee to engage in such conduct or for any manager or officer to allow an employee to be harassed by another manager or officer, a co-worker, a client, or an employee or agent of another company with which we are engaged in a business relationship on the basis of race, color, creed, religion, national origin, age, sexual orientation, gender or disability.

CONSEQUENCES OF SEXUAL AND WORKPLACE HARASSMENT

We will take appropriate disciplinary action, up to and including discharge from employment, against any manager, officer, or employee who engages in prohibited sexual or workplace harassment or who allows such harassment to take place.

HOW TO REPORT SEXUAL OR WORKPLACE HARASSMENT

Any employee who believes he or she has been subjected to acts of sexual or workplace harassment should immediately or as soon as practicable report the incident as follows:

- The employee should complete CLAHEC's [Incident Report Form](#) and should report the incident to his or her supervisor and/or the CEO.
- If, for whatever reason, the employee does not feel that the supervisor and/or the CEO is a suitable person to whom to report the incident, the employee should contact the President of the Board of Directors. A list of CLAHEC's Board of Directors can be found on our company website at www.clahec.org.

Any manager or officer who receives a complaint of or who observes or otherwise learns about conduct that may constitute sexual or workplace harassment must report such complaint or conduct immediately to the Board President. Any manager or officer who fails to report an employee's complaint of sexual or workplace harassment to the Board President will be subject to disciplinary action. Complaints of sexual and workplace harassment will be treated as confidentially as possible. All complaints of sexual and workplace harassment will be investigated, examined impartially, and resolved promptly.

RETALIATORY ACTION PROHIBITED

Any retaliatory action against an employee who reports sexual or workplace harassment or who provides information concerning a complaint about harassment is strictly prohibited. Any employee, manager, or officer who engages in prohibited retaliatory action will be subject to disciplinary action up to and including discharge.