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| Equal Employment Opportujnity and Harassment – Free Workplace Policy | **Last Revision:** | July 2020 |
| **Last Review:** | July 2020 |
| **Applies to the following THA Group of Companies:** | * THA Services * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * Palliation Choices |
| **Included in the following THA Manual:** | Administrative Policy and Procedure Manual  Talent Management |

## PURPOSE

THA Group is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, THA Group expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

THA Group has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. THA Group will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the Vice President of Talent Management or a member of the Talent Management team.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of THA Group prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

**Equal employment opportunity**

THA Group recruits, hires, trains and promotes persons in all job titles without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age (except where sex or age is a bona-fide occupational qualification, as defined by law), physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information, marital status, service in the uniformed services, or any other classification protected by law. The Company makes employment decisions so as to further the principle of equal employment opportunity. The Company ensures that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Company also ensures that all personnel decisions and actions, including compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, separations, Company-sponsored training, education, and social and recreation programs are administered without regard to race, color, religion, national original, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, service in the uniformed services, or any other classification protected by law.

**Retaliation**

THA Group encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of THA Group to promptly and thoroughly investigate such reports. THA Group prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

**Sexual harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

**Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer’s premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

**Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to THA Group (e.g., an outside vendor, consultant or patient/client/customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

**Reporting an Incident of Harassment, Discrimination or Retaliation**

THA Group encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with Talent Management. See the procedure described below.

In addition, THA Group encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. THA Group recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

**Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Talent Management.

THA Group encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Immediately reporting and early intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

THA Group will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective action, up to and including separation. Acts of retaliation should be reported immediately and will be promptly investigated and addressed appropriately.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, corrective action, reassignment, temporary suspension without pay, or separation, as THA Group believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to THA Group’s President and Chief Executive Officer (CEO):

# Ellen B. Bolch

President & CEO

THA Group

3 West Perry Street

Savannah, GA 31401

(912) 629-2727

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate corrective action, up to and including separation.

1. THA Group maintains organizational policies and procedures defining THA Group’s general, employment-related, and patient-related nondiscrimination practices.
2. THA Group communicates its philosophy of nondiscrimination and compliance with state and federal regulations as required and appropriate.
3. All employees are expected to comply with this Non-Discrimination Policy. Leaders who are responsible for meeting business objectives are expected to fully cooperate in meeting our non-discrimination objectives.