



Policy Index and Title:	HR606 ANTI-HARASSMENT
Senior Staff Sponsor:	Wayne H. Bylsma, PhD., Chief Operating Officer
Division and Department:	Executive Office
Effective Date:	February 20, 2019

RATIONALE:

ACP expects all ACP stakeholders, including Employees, Governance Members, and Participants at ACP meetings and events to behave and communicate in a professional, collegial manner and treat others with respect and dignity. Harassing or professionally inappropriate communication or other behavior, whether committed by ACP Employees, Governance Members or Participants, is strictly prohibited and will not be tolerated. This policy specifies the definition of harassment and outlines the expectations and reporting process for employees, ACP governance and participants at ACP meetings and events who may experience or witness inappropriate communication or behavior.

POLICY:

All ACP stakeholders are expected to avoid and discourage harassment and other unprofessional behavior. All stakeholders who witness or experience harassment are encouraged, but not required, to inform the offender that his or her conduct is unwelcome and should be stopped.

Harassment based on or because of any person’s age, race, color, religion, sex, sexual orientation, gender identity, pregnancy, genetic information, national origin, parental status, family medical history, handicap/disability, military or veteran status, or other personal characteristic protected by applicable federal, state or local law is unlawful and will not be tolerated.

Definition of Harassment

Harassment can be a single incident or a pattern of behavior where the purpose or effect (intentional or unintentional) creates an intimidating, hostile or offensive environment, unreasonably interferes with an individual’s participation in ACP work, meetings or events or otherwise adversely affects an individual’s work or participation in ACP meetings or events.

Harassment can take many forms. Harassing behaviors can include (but are not limited to) unwelcome verbal or written comments; unwanted physical contact; jokes, epithets, slurs, negative stereotyping, written or photographic materials that make fun of or insult an individual or group; threatening or intimidating body language, gestures, or acts; or other similar inappropriate remarks or behavior.

Sexual harassment is a form of unlawful, prohibited discrimination. Sexual harassment, which may involve individuals of the same or different gender, can include (but is not limited to) unwelcome sexual advances or requests for sexual favors; sexual innuendo, suggestive comments or gestures; descriptive commentary about an individual’s physical appearance; talking about one’s own sex life or making inquiries about another person’s sex life; electronic stalking or sending lewd email or voicemail messages; displays of sexually suggestive objects or printed or visual material; unwelcome physical contact of a sexual nature; and other verbal, visual or physical conduct of a sexual nature.

Retaliation

ACP prohibits retaliation against any Employee, Governance Member, or Participant who, in good faith, makes a report of harassment or participates in an investigation of a report of harassment. Retaliation can include, without limitation, intimidation, threats, harassment or coercion. Any Employee, Governance Member, or Participant who is found to have engaged in retaliation is subject to disciplinary action up to and including termination of employment, governance service and/or membership.

Confidentiality

ACP will maintain confidentiality with respect to reports of harassment to the greatest extent permissible by law and to the extent that doing so does not interfere with ACP's ability to investigate or take corrective action, if necessary.

ADMINISTRATION:

Executive Office
Human Resources

DIVISIONS AFFECTED:

All

PROCEDURE:

Reporting

Participants

For the purpose of this policy, the term "Participant" shall mean any member, non-member or non-employee staff, vendors and others who participate in ACP meetings or events. Any Participant who believes that he or she has experienced or observed, or who has received information about an incident of, harassment or other unprofessional behavior at an ACP meeting or event that may be inconsistent with this policy should promptly report the issue through one of the following channels:

- Email at: ACPevents@acponline.org
- Hotline Phone Number: 215 351-7750.
- Participants who choose to make a report via email or the hotline should include information sufficient to permit ACP to address the complained-of behavior or conduct.

Employees

For the purpose of this policy, the term "Employee" includes full-time and part-time employees as well as independent contractors. Any employee who believes that he or she has experienced or observed, or who has received information about an incident of, harassment or other unprofessional behavior that may be inconsistent with this policy should promptly report the issue to his or her manager. If, due to the nature of the complaint or for other reasons, reporting to one's manager is not appropriate, the issue must be reported to another member of divisional management, Human Resources staff, or the Chief Operating Officer.

Any manager or supervisor who receives a complaint of harassment must notify Human Resources immediately. Failure to do so may result in disciplinary action, up to and including termination.

Governance Members

For the purpose of this policy the term "Governance Members" shall mean members of the Board of Regents (BOR); the Board of Governors (BOG); ACP committees, councils, and ad hoc groups; and/or ACP representatives. Any Governance Member who believes that he or she has experienced or observed, or who has received information about an incident of, harassment or other unprofessional behavior that may be inconsistent with this policy should promptly report the issue to the Chair or Chair-

Elect of the BOR, Chair or Chair-Elect of the BOG, or to the ACP CEO or COO. A BOR or BOG Chair or Chair-elect who receives a report of harassment must notify the CEO or COO immediately.

Responsive Action

General

ACP takes every charge of harassment or other unprofessional behavior seriously and will handle all complaints in a timely manner. Depending on the circumstances and the nature of the allegations, ACP may conduct an investigation into a report of harassment, which may include interviews with involved parties, witnesses or other individuals who may have information or knowledge relevant to the situation. ACP will take prompt corrective action, as appropriate, to enforce this policy.

Participants

If it is determined that a Participant has violated this Policy, disciplinary action may be taken, including but not limited to:

- Engagement of the [Ethical Complaints Procedure](#) if an ACP member is involved, which may lead to termination of ACP membership
- Engagement of the Disciplinary Process for Members of ACP Boards (see [Governance Handbook](#)), if a member of the Board of Regents or Board of Governors is involved, which may lead to termination of board position and potentially ACP membership
- Prohibition from participating in one or more ACP meetings or events

Any member of ACP Governance who is not satisfied with the way in which a report of harassment has been handled should contact the Executive Vice President/Chief Executive Officer.

Governance Members

If it is determined that Governance Member has violated this Policy, disciplinary action may be taken, including but not limited to:

- Engagement of the [Ethical Complaints Procedure](#) if an ACP member is involved, which may lead to termination of ACP membership
- Engagement of the Disciplinary Process for Members of ACP Boards (see [Governance Handbook](#)), if a member of the Board of Regents or Board of Governors is involved, which may lead to termination of board position and potentially ACP membership
- Termination of committee, council, ad hoc, or other ACP governance position
- Prohibition from participating in one or more ACP meetings or events

Any member of ACP Governance who is not satisfied with the way in which a report of harassment has been handled should contact the Chief Operating Officer.

Employees

If it is determined that an Employee has violated this Policy, disciplinary action may be taken, including but not limited suspension or termination of employment or contract.

Any Employee who is not satisfied with the way in which a report of harassment has been handled should contact the Senior Vice President for Administrative Services.

Statement for Communication to Participants

Participants at ACP event/meetings should be made aware of ACP's anti-harassment expectations and policy via one of the statements below (Full or Short Version) in registration or other meeting materials (electronic and print) that will be viewed by each participant. To the extent possible, include the Full Version of the statement in registration materials. (Some short print meeting materials may be able to accommodate only the short version.)

Statement to Participants (Full Version)

ACP is a community that values collegiality, respect for patients and each other, and medicine's standards of ethics and professionalism. ACP members are guided by the content and spirit of the ACP Pledge (Link) and by their commitment to the ethics of medicine, including those in the ACP Ethics Manual (Link). "Physicians' conduct as professionals and as individuals should merit the respect of the community."

ACP expects members, staff, and others who participate in events and activities involving ACP to treat others as you would like to be treated – with courtesy, respect for differences, and in ways that appropriately represent the profession of internal medicine. As set forth in ACP's Anti-Harassment Policy (link, ACP does not tolerate any form of harassment, including intimidation, hostility, or other unwelcome and offensive communication or treatment.

If you experience or observe harassing, inappropriate or otherwise unprofessional behavior, or you have concerns about how you have been treated by an ACP member or staff or anyone else at an ACP meeting or event, you may report the incident to ACPevents@acponline.org or call 215 351-7750.

Statement to Participants (Short Version)

ACP is a community that values collegiality, respect for patients and each other, and medicine's standards of ethics and professionalism. ACP expects professional, collegial conduct from all attendees and participants at the 20XX Annual Internal Medicine Meeting. As set forth in ACP's Anti-Harassment Policy, ACP does not tolerate any form of harassment, including intimidation, hostility, or other unwelcome and offensive communication or treatment. Participants who violate ACP's Anti-Harassment Policy may be subject to disciplinary action, including removal from the Meeting.

If you experience or observe harassing, inappropriate or otherwise unprofessional behavior, or you have concerns about how you have been treated by an ACP member or staff or anyone else at an ACP meeting or event, you may report the incident to ACPevents@acponline.org or call 215 351-7750.