

Achieve Healthcare

7850 Riverdale Drive; Suite D
Ramsey, MN 55303

SEXUAL HARASSMENT POLICY

PURPOSE

The purpose of this policy is to inform all Achieve Healthcare clients and PCAs that sexual harassment is illegal and that Achieve Healthcare will not tolerate sexual harassment nor will Achieve Healthcare tolerate conduct which leads to sexual harassment.

DEFINITIONS

Employer: The person or responsible party receiving PCA services.

PCA: The person providing PCA services.

Sexual Harassment

The EEOC (Equal Employment Opportunity Center) defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) 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. Sexual harassment manifests itself in many forms. This behavior may include but is not limited to the following:

- conduct or comments directed at an individual, based on the individual's gender, that are abusive in nature;
- sexual innuendoes in the guise of humor to coerce sexual favors;
- sexual teasing, jokes, remarks or questions;
- sexual remarks about a person's body, clothing or behavior;
- patting, pinching or other unwanted touch of another's body;
- leering or ogling;
- uninvited letters, e-mails and telephone calls;
- uninvited pressure for dates;
- inappropriate and offensive sexual advances;
- solicitation of sexual favors or other sexually related behavior by promise of rewards;
- coercion of sexual activity by threat or punishment; or
- sexual crimes, including rape, acquaintance rape, attempted rape or sexual assault.

REPORTING

Anyone who suspects that he/she is a victim of sexual harassment must report it immediately to Dr. Jesse or Toni Ternus at Achieve Healthcare.

RIGHTS AND PENALTIES

Achieve Healthcare believes in zero tolerance of sexual harassment. Any person who violates this policy shall be subject to prompt dismissal.

My signature is an acknowledgement that I have read and understand the Sexual Harassment policy for Achieve Healthcare. Any reported and confirmed sexual harassment will result in immediate dismissal.

Signature (Client/Responsible Party)

Date

Signature (PCA)

Date

PLEASE SEE BACK OF PAGE FOR THE CONFIDENTIALITY STATEMENT AND SIGNATURE