

Q: Can a person be sexually harassed even if he/she is not the target of the harassing behavior?

A: Yes, even though not the target, a person could be subjected to seeing, hearing or experiencing things or behaviors that may cause them to feel uncomfortable or threatened.

Q: If I am a manager, what should I do if I receive a sexual harassment complaint from one of my employees?

A: Contact your Human Resources Department and they will work with you directly. Do not make a determination on the complaint until you talk with Human Resources. They will assist in conducting a thorough and confidential investigation.

Q: If I am an employee and I file a complaint, will the complaint be handled confidentially?

A: Confidentiality in the reporting and investigation of complaints is important to the DMC. We shall strive to complete each investigation in a private and confidential matter. Confidentiality will be maintained except when it cannot be protected due to a subpoena or outside intervention or when the investigation requires notice to other individuals.

Q: Could I be subject to retaliation if I report an incident of sexual harassment?

A: No. As stated in the DMC Sexual Harassment Policy, no retaliation will be tolerated against any individual who in good faith raises a concern or makes a complaint about behavior that may violate this policy.

Q: Why can't I have sexually suggestive posters, calendars or pictures in my work area?

A: First, the items are unprofessional and inappropriate in a work environment. Second, the items can be seen by another employee, patient/family member or others who are uncomfortable with them.

IMPORTANT TELEPHONE NUMBERS

Human Resources Department

Children's, Detroit Receiving, Harper University, and Hutzel Women's Hospitals, Rehabilitation Institute, DMC Parent, DMC University Laboratories (313) 578-3547

Huron Valley-Sinai Hospital (248) 937-4040

Michigan Orthopaedic Specialty Hospital (MIOSH) (248) 733-2331

Sinai-Grace Hospital (313) 966-3101

Other DMC Sites: Call one of the numbers listed above.

DMC Employee Assistance Program

(313) 745-1900

(877) 789-3271 Toll Free

DMC Compliance Hotline

(888) 484-9200 Toll Free

Sponsored by:
The DMC Human Resources Department



INFORMATION ON PREVENTING SEXUAL HARASSMENT

For DMC Employees, Agents, Students, Medical and House Staff, Visitors, Patients, Vendors, Volunteers and Persons affiliated with the DMC

A message regarding DMC's Policy Prohibiting Sexual Harassment...

DMC's Commitment

The DMC is committed to creating an environment in which all persons are treated respectfully and fairly. It is the policy (HR #511 and CG 018) of the Detroit Medical Center ("DMC") to maintain a work environment free of sexual harassment, including harassment based upon hostile work environment. The DMC will not tolerate sexual harassment of its employees by supervisors, co-workers or others; nor will harassment of non-employees by any DMC employee be condoned. This reinforces the DMC's zero tolerance of sexual harassment as a violation of the Code of Conduct.

Standards

We are all expected to conduct ourselves so as to maintain an environment that is free of harassment. Sexual harassment is a serious form of misconduct for which discipline up to and including discharge may occur. Harassing behavior will not be tolerated by any individual.

No Retaliation

No retaliation or reprisals will be tolerated against any individual who in good faith raises a concern or makes a charge about behavior that may violate this policy. Nor will there be tolerance of any form of retaliation against an individual who participates in the investigation of any incident of alleged sexual harassment.

What to do

Any person who believes he/she is being subjected to sexual harassment should immediately notify his/her direct supervisor, the Human Resources department or the DMC Compliance Hotline. All complaints of sexual harassment will be investigated confidentially and appropriate action will be taken.



Michael E. Duggan
President and Chief Executive Officer
Detroit Medical Center

What Are Examples of Sexual Harassment?

Examples include unwelcome behavior, such as:

- Unwanted, unsolicited or offensive sexual advances and requests for sexual favors.
- Touching and physical contact of a sexually inappropriate nature.
- Display or use of posters, calendars and pictures of a sexually inappropriate nature in any work area.
- Making comments or jokes of a sexual nature.
- Gestures, whistling or other similar behavior of a sexually inappropriate nature.
- Use of e-mail or Internet to send messages or materials of a sexually inappropriate nature.

If You Think You Have Been Subjected to Sexual Harassment...

- Don't Delay. Immediately report your concerns. Contact your manager or his/her boss. There are other contact persons available:
- The Human Resources Department for your operating unit.
- The DMC Compliance Hotline toll free at (888) 484-9200.

A Reminder to DMC Employees on Consequences for Contributing to or Creating a Sexually Harassing Environment

The DMC prohibits any of its employees from engaging in any form of sexually harassing behavior directed to other employees, patients, visitors, physicians or other persons affiliated with the DMC. All allegations of sexual harassment will be investigated. Sexual harassment by an employee is a serious form of misconduct for which an employee may be disciplined, up to and including discharge, in accordance with the progressive discipline/corrective action policy.

Questions and Answers

Q: Does sexual harassment only happen to women?

A: No, men can also be the recipients of sexual harassment.

Q: Is sending e-mails of a sexual suggestive nature in violation of the DMC Sexual Harassment Policy?

A: Yes, sending sexually suggestive e-mail is inappropriate in the workplace.