

Subject: HARASSMENT		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 501.1	Issue Date: July 15, 2005	Revised Date: March 29, 2006	Effective Date: March 31, 2006

Reference:
Revised and adapted from old PSA Policy #HRD-016.

PURPOSE

To provide a work environment free of tensions resulting from unlawful harassment.

POLICY

HRA is committed to providing a work environment free of unlawful harassment. As such, HRA prohibits sexual harassment – and harassment based on pregnancy, childbirth, or related medical conditions – as well as harassment due to race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal and/or state laws.

GUIDELINES:

1. **HRA STAFF-MEMBERS SHALL TREAT EVERYONE WITH COURTESY AND RESPECT:** Keeping the above policy in mind, all HRA staff-members shall conduct themselves in a respectful manner which preserves the dignity of others. Everyone with whom any particular Staff-Member comes into contact shall be consistently treated with courtesy and respect;
2. **QUALITY JOB PERFORMANCE IS HRA'S ONLY CONDITION OF EMPLOYMENT:** Other than for poor job performance, no individual human attribute shall be used as a means of making employment conditional;
3. **ANYTHING THAT INTERFERES WITH WORK PERFORMANCE = HARASSMENT:** Any conduct which has the purpose or effect of unreasonably interfering with another individual's work performance – or which creates an intimidating, hostile or offensive working environment – will be deemed to be harassment;
4. **RETALIATION ALSO = HARASSMENT:** Any conduct deemed to be retaliation for another Staff-Member's actual or threatened reporting of harassment shall also be considered harassment. Retaliation of any kind shall not be tolerated and will result in disciplinary action.



HEALTH RESEARCH ASSOCIATION

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POLICY

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RESPONSIBILITY

Human Resources/Supervisors/All Staff-Members