

Subject: <b>HARASSMENT</b>		Issued By: <b>HUMAN RESOURCES</b>	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 501.1-PRO	Issue Date: March 29, 2006	Revised Date:	Effective Date: September 1, 2006

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

**PURPOSE**

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

**PROCEDURE FOR REPORTING HARASSMENT**

If an HRA Staff-Member believes that they have been unlawfully harassed, they must provide a **written** complaint to their supervisor, or to the Human Resources Department, as soon as possible after the incident being reported. A complaint should include details of the incident(s), name(s) of the individual(s) involved and also the name(s) of any witnesses. HRA will undertake a complete investigation, which will be confidential, and after which appropriate action will be taken.

**PROPER CONDUCT WHEN ONE FEELS THEY ARE BEING HARASSED:**

1. **CONFRONT HARASSER WHEN POSSIBLE:** Where and when possible, confront your harasser about their behavior and attempt to persuade them to stop the offensive behavior;
2. **WRITE COMPLAINT FOR HUMAN RESOURCES:** Please provide a **written** complaint to your supervisor or the Human Resources Department as soon as possible after the incident(s). Include details of the incident(s), including the names of all individuals involved and the names of any witnesses;
3. **ALL COMPLAINTS WILL BE INVESTIGATED:** Supervisors shall refer all harassment complaints to the Human Resources Department. HRA will immediately undertake an effective, thorough and objective investigation of the harassment allegations;
4. **GUILTY PARTIES WILL BE DISCIPLINED:** If HRA determines that unlawful harassment has occurred, it will take effective remedial action in accordance with the circumstances. Any HRA Staff-Member determined to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including, termination;



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5. **FEEDBACK WILL BE GIVEN TO PERSON RECEIVING HARASSMENT:** Whatever action HRA takes against the harasser will be made known to the Staff-Member lodging the complaint;

**RESPONSIBILITY**

Human Resources/Supervisors/All Staff-Members