

**NASSAU HEALTH CARE CORPORATION
EAST MEADOW, NY 11554**

**SECTION: MANAGEMENT OF HUMAN RESOURCES
POLICY/PROCEDURE**

<u>TITLE:</u> EQUAL EMPLOYMENT OPPORTUNITY, ANTI-HARASSMENT, AND ANTI-DISCRIMINATION POLICY
<u>Approved:</u> QUALITY AND POLICY ADVISORY COUNCIL (QPAC)
<u>Cross References:</u> HR-170 <u>Disciplinary Action</u> MS-028 <u>Code of Conduct</u> LD-220 <u>Code of Corporate Behavior</u> EC-290 <u>Workplace Violence</u>

1.0 POLICY

- 1.1 It is the policy of Nassau Health Care Corporation (“NHCC”) to provide Equal Employment Opportunity to all employees and job applicants. Employment decisions are made based upon how individuals’ skills and qualifications meet the responsibilities of the position for which they have applied. No employee or job applicant will be discriminated against based on characteristics protected by law such as race, religion, creed, color, national origin, citizenship, marital status, sex, age, disability, sexual orientation, familial status, status as a victim of domestic violence, genetic characteristics or predisposition, or veteran status.
- 1.2 Discrimination and/or harassment based on any protected category are inconsistent with our philosophy and will not be tolerated at any time. NHCC is committed to offering equal employment opportunities to all qualified individuals in every aspect of employment such as, but not limited to, hiring, promotions, transfers and compensation.
- 1.3 This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy is to be provided to all employees, is posted on ITWeb, and is also available to anyone who needs a copy in the Legal Department and in Human Resources.
 - 1.3.1 A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers, and temporary workers. Also

included are persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with the employer.

- 1.4 This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with NHCC, regardless of immigration status. **In the remainder of this document, the term “employees” refers to this collective group but does not constitute any admission that any person is an employee for any purpose.**
- 1.5 Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees are urged to report sexual harassment by filing a complaint internally with the EEO Officer in either Human Resources, the NHCC Legal Department, with a government agency, or in court under federal, state or local anti-discrimination laws.

2.0 PROCEDURE

- 2.1 **Preventing sexual harassment is everyone’s responsibility.** NHCC cannot prevent or remedy sexual harassment unless it knows about it. Any employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to any supervisor, manager or executive of NHCC, other than to the alleged harasser. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to any supervisor, manager or executive of NHCC, other than the alleged harasser.
 - 2.1.1 Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form.
 - 2.1.2 Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.
 - 2.1.3 Employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.
- 2.2 Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, (e.g., counseling, suspension, termination).
- 2.3 All employees are encouraged to report any harassment or behaviors that violate this policy. NHCC has provided a Complaint Form for employees at the end of this policy document on which to report harassment and file complaints. Additional copies are available in the Legal Department and Human Resources.

2.4 **Anti-Harassment Training**

2.4.1 NHCC will provide anti-harassment training for all employees on an annual basis as well as to all employees upon hire.

2.5 **Supervisory Responsibilities**

2.5.1 All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring, are **required** to report such suspected sexual harassment to their supervisor, manager, or executive of NHCC other than the individual engaging in the alleged harassment.

2.5.2 In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

2.5.3 Supervisors and managers will also be subject to discipline for engaging in any retaliation.

3.0 EEO PROGRAM & POLICY ADMINISTRATION

3.1 NHCC is committed to maintaining a work environment for all employees free from the effects of harassment or discrimination based upon any category protected under the laws. Currently, the protected categories under New York State Law are age, race, creed, color, religion, national origin, disability, genetic predisposition or characteristic, familial status, military status, sex, sexual orientation, and status as victim of domestic violence. The protected categories under federal law for employers covered by that federal law include age, race, creed, color, religion national origin, sex, disability and genetic information. This policy applies to these and any other protected category.

3.2 The Human Resources Department is responsible for administering and managing the EEO program. NHCC has designated the Executive Vice President of Human Resources and the Personnel/EEO Officers to receive and investigate complaints of conduct in violation of this policy and to facilitate requests for reasonable accommodations for disabilities as well as religious beliefs, practices or observances.

3.3 **Requests for Accommodation**

3.3.1 All requests for accommodations should go to the manager and/or supervisor first, and then be submitted to Human Resources. The requests for accommodation are considered when submitted in writing, on the attached form, and include appropriate supporting documentation. Employees must be able to perform the essential functions of their job with or without reasonable accommodation.

- 3.3.2 The form may be completed by the employee requesting an accommodation or by the supervisor who receives the initial request for accommodation.

4.0 HARASSMENT OR DISCRIMINATION BASED ON A PROTECTED CATEGORY

- 4.1 Harassment may take the form of jokes, cartoons, innuendoes, pranks, or comments that show hostility toward a particular individual based upon a protected category. It may include verbal conduct such as threats, epithets, derogatory comments or slurs; visual conduct such as derogatory posters, photography, cartoons, drawings or gestures; physical conduct such as assault, unwanted touching or blocking movement.
- 4.2 Individuals who believe they are being harassed or have witnessed harassment based on a protected category may choose to promptly notify the offender that the behavior is unwelcome and unacceptable. Whether or not the person chooses to do so, the individual experiencing or witnessing harassment should notify their supervisor, or any manager, other than the individual engaging in the alleged harassment. When reporting a harassment complaint based on a protected category, an individual should be prepared with specific incidents and supporting details. If possible, witnesses to these events should be named which will assist in the investigation.
- 4.3 NHCC will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring whether that information was reported in verbal or written form. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
 - 4.3.1 All persons involved, including complainants, witnesses and alleged harassers will be afforded due process, as outlined below, to protect their rights to a fair and impartial investigation.
- 4.4 NHCC will keep the investigation confidential to the extent possible. Confidentiality will be maintained throughout the investigatory process to the extent practical consistent with our obligations to investigate the complaint.
- 4.5 We will investigate the complaint and take prompt and effective corrective action whenever sexual harassment is found to have occurred.
 - 4.5.1 Corrective action may include but is not limited to informal measures, formal disciplinary action such as warnings or reprimands, referral to training or counseling sessions, demotion, reassignment, temporary suspension without pay, compensation adjustments, or termination.

- 4.6 In addition, in order to minimize needless rumors and other adverse consequences, any employee bringing a complaint, or assisting in the investigation of a complaint, should use his or her best efforts to keep the complaint and investigation process strictly confidential, except to the extent necessary to pursue the complaint.
- 4.7 Retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment based on a protected category is a serious violation of this policy and the law and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated and remedied.
- 4.8 NHCC will maintain a written record of each harassment complaint which will contain details as to how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and will be separated from personnel files. Please see section 8.0 of this policy for details on investigation

5.0 SEXUAL HARASSMENT

- 5.1 This is our policy in relation to sexual harassment. Much of the information on sexual harassment and the reporting procedure is equally applicable to harassment or discrimination based on other protected categories.
- 5.2 NHCC is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of NHCC's commitment to a discrimination-free work environment.
- 5.3 Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject both NHCC and the individual employee to liability for harm to targets of sexual harassment. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
- 5.4 **What Is "Sexual Harassment?"**
 - 5.4.1 Sexual harassment is unlawful under federal, state, and (where applicable) local law. According to the New York State Division of Human Rights, sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression and the status of being transgender.
 - 5.4.2 Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
 - 5.4.2.1 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating

- an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- 5.4.2.2 Such conduct is made either explicitly or implicitly a term or condition of employment; or
- 5.4.2.3 Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
- 5.4.3 A sexually harassing hostile work environment includes but is not limited to: words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.
- 5.4.4 Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.
- 5.4.5 Any employee who feels harassed should file a complaint immediately so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

5.5 **Examples of Sexual Harassment**

- 5.5.1 According to the New York State Division of Human Rights, the following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:
 - 5.5.1.1 Physical assaults of a sexual nature, such as: touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employees' body;
 - 5.5.1.2 Rape, sexual battery, molestation, or attempts to commit these assaults.
 - 5.5.1.3 Unwanted sexual advances or propositions, such as:
 - 5.5.1.3.1 Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - 5.5.1.3.2 Subtle or obvious pressure for unwelcome sexual activities.
 - 5.5.1.4 Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
 - 5.5.1.5 Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

5.5.1.6 Sexual or discriminatory displays or publications anywhere in the workplace, such as: pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

5.5.1.7 Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

5.5.1.7.1 Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

5.5.1.7.2 Sabotaging an individual's work;

5.5.1.7.3 Bullying, yelling, name-calling.

5.6 **Who Can Be a Target of Sexual Harassment?**

5.6.1 Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, visitor, or patient.

5.7 **Where Can Sexual Harassment Occur?**

5.7.1 Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises on personal devices or not during work hours.

6.0 **RETALIATION**

6.1 No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, or any other illegal harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment complaint.

6.2 NHCC will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of NHCC who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination.

- 6.3 Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).
- 6.4 Such retaliation is unlawful under federal, state, and Nassau County law. New York Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:
 - 6.4.1 Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
 - 6.4.2 Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
 - 6.4.3 Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
 - 6.4.4 Reported that another employee has been sexually harassed; or
 - 6.4.5 Encouraged a fellow employee to report harassment.
- 6.5 Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.
- 6.6 All employees who believe they have been subject to such retaliation should inform a supervisor or manager other than the harasser, or one of the NHCC EEO officers. All employees working in the workplace who believe they have been a victim of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

7.0 DISCRIMINATION ON THE BASIS OF GENDER IDENTITY NYS HUMAN RIGHTS LAW (NYSHRL)

7.1 Definitions

- 7.1.1 Gender identity means having or being perceived as having a gender identity, self-image, appearance, behavior or expression whether or not that gender identity, self-image, appearance, behavior or expression is different from that traditionally associated with the sex assigned to that person at birth.
- 7.1.2 A transgender person is an individual who has a gender identity different from the sex assigned to that individual at birth.
- 7.1.3 Gender dysphoria is a recognized medical condition related to an individual having a gender identity different from the sex assigned at birth.
- 7.1.4 Discrimination on the basis of gender identity is sex discrimination.
- 7.1.5 The term “sex” when used in the Human Rights Law includes gender identity and the status of being transgender.

- 7.1.6 The prohibitions contained in the Human Rights Law against discrimination on the basis of sex, in all areas of jurisdiction where sex is a protected category, also prohibit discrimination on the basis of gender identity or the status of being transgender.
- 7.1.7 Harassment on the basis of a person's gender identity or the status of being transgender is sexual harassment.

7.2 **Conduct Constituting Unlawful Discrimination on the Basis of Gender Identity or Gender Expression**

- 7.2.1 Prohibits discrimination in the terms and conditions of employment based upon gender identity or gender expression.
- 7.2.2 It is a violation to intentionally or repeatedly refuse to use an individual's preferred name, pronoun or title, or to require that they provide a court-ordered name change or certification in order to use their preferred name; regardless of their gender at birth, their anatomy, gender, medical history, appearance, or the gender listed on their identification.
- 7.2.3 Refusing to Allow Individuals to Use Single-Sex Facilities and Programs Consistent With Their Gender Identity
 - 7.2.3.1 Employers and businesses must permit individuals to use single-sex facilities, such as restrooms or locker rooms, and participate in single-sex programs consistent with their gender identity. Violations include prohibiting an individual from using a facility or program because they are transgender, gender non-conforming or do not conform to sex stereotypes, requiring a transgender or gender non-conforming person to provide proof of their gender or identification showing a particular sex in order to access same sex facilities or programs, barring such an individual from participating in a program or using a facility because they may make someone uncomfortable, or forcing such individual to use a single occupancy restroom.
- 7.2.4 Sex Stereotyping.
- 7.2.5 Imposing differential uniform or grooming standards based on gender.
- 7.2.6 Providing employee benefits that discriminate based on gender.
- 7.2.7 Considering gender when evaluating requests for accommodations
 - 7.2.7.1 It is unlawful to consider gender when evaluating requests for accommodation for disabilities, changes to the terms and conditions of employment, participation in a program, or use of a public accommodation. Violations of requests for accommodation include an employer refusing to honor its policy of unpaid medical leave when the request is made by a transgender employee.

8.0 INVESTIGATION PROCESS

- 8.1 While the process for investigating claims of discrimination or harassment may vary from case to case, investigations should be done in accordance with the following steps:

- 8.1.1 Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NHCC will not tolerate retaliation against employees who file complaints, support another's complaint, or participate in an investigation regarding a violation of this policy.
 - 8.1.2 Upon receipt of complaint, NHCC will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses or cannot, prepare a Complaint Form based on the verbal reporting. The internal NHCC Complaint Form is attached.
 - 8.1.3 If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
 - 8.1.4 Request and review all relevant documents, including all electronic communications.
 - 8.1.5 Interview all parties involved, including any relevant witnesses.
 - 8.1.6 Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - 8.1.6.1 A list of documents reviewed, along with a detailed summary of relevant documents;
 - 8.1.6.2 A list of names of those interviewed, along with a detailed summary of their statements;
 - 8.1.6.3 A timeline of events;
 - 8.1.6.4 A summary of prior relevant incidents, reported or unreported; and
 - 8.1.6.5 The basis for the decision and final resolution of the complaint, together with any corrective action(s).
 - 8.1.7 Keep the written documentation and associated documents in a secure and confidential location.
 - 8.1.8 Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - 8.1.9 Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.
- 8.2 False and malicious complaints of harassment, as opposed to complaints that, even if erroneous, are made in good faith, will be the subject of appropriate disciplinary action, up to and including termination of employment.

9.0 LEGAL PROTECTIONS AND EXTERNAL REMEDIES

- 9.1 Sexual harassment is not only prohibited by NHCC but is also prohibited by state, federal, and Nassau County local law.

9.2 Aside from NHCC’s internal process, employees may choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

9.3 In addition to those outlined below, employees in certain industries may have additional legal protections.

9.4 **State Division of Human Rights (DHR)**

9.4.1 The New York State Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

9.4.2 Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

9.4.3 Complaining internally to NHCC does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

9.4.4 You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

9.4.5 DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney’s fees and civil fines.

9.4.6 DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

9.4.7 Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR’s regional offices across New York State.

9.5 **Equal Employment Opportunity Commission (EEOC)**

9.5.1 The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days

from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

- 9.5.2 The EEOC may also offer to mediate your claim. EEOC does not, however, hold hearings. They may take other action including pursuing cases in federal court on behalf of complaining parties. Then, a Federal court may award remedies if discrimination is found to have occurred.
- 9.5.3 In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.
- 9.5.4 An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.
- 9.5.5 If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

9.6 **Nassau County Human Rights Commission**

- 9.6.1 Under County law, discrimination is defined as any difference in treatment based on actual or perceived race, creed, color, national origin, ethnicity, gender, religion, source of income, sexual orientation, age, marital status, familial status or disability.
- 9.6.2 Employees who believe they are victims of such discrimination can file a complaint with the Commission. Instructions for filing can be found at: <https://www.nassaucountyny.gov/417/How-to-File-a-Discrimination-Complaint>.

9.7 **Contact the Local Police Department**

- 9.7.1 If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



COMPLAINT FORM

Discrimination or Harassment Complaint based on a Protected Category

If you believe that you have been subjected to sexual harassment, or harassment or discrimination on the basis of a protected category, you are encouraged to complete this form and submit it to the EEO Officer in either or Human Resources or the Legal Department, or to whomever you feel comfortable telling. Once you submit this form, we must follow our equal employment opportunity, anti-harassment, and anti-discrimination policy (HR-010) and investigate any claims. If you are more comfortable reporting verbally or in another manner, NHCC is still required to investigate in accordance with our policy, so please handle as you are most comfortable. For additional resources on sexual harassment, visit: www.ny.gov/programs/combating-sexual-harassment-workplace

Complainant Information (Person Complaining)

Your Information	Name (Last, First, MI)	ID#
	Title	Home phone
	Email	Cell phone
	Department or Unit/Floor	Work Shift
Mark the appropriate work location <input type="radio"/> NUMC <input type="radio"/> AHP <input type="radio"/> LIFQHC <input type="radio"/> NCCC		

Your Supervisor	Name	Title
	Cell phone, or other contact information	Work Phone

Your complaint is about:

Name: _____ Title: _____ Unit or Dept: _____

Relationship to you: Supervisor Co-Worker Subordinate Other _____

Please describe what happened and how it is affecting you and your work. Use additional sheets of paper, if necessary. Attach any relevant documents or evidence. *Be sure to include the date(s) of Event/ Incident(s).*

Approval Date: 5/1/2019
 Effective Date: 5/7/2019

Next Review Date: 5/1/2021

Is the harassment continuing? Yes No

Please list the name and contact information of any witnesses or individuals who may have information related to this complaint

This question is optional, but may help our investigation.

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information? Include the name and date of reporting.

Type of Discrimination/Harassment

Check all that apply and explain in the adjacent space

Sexual Harassment Age Discrimination. Include your date of birth:

Verbal/Physical Attack Sexual Orientation

Race Discrimination Sexual Discrimination

Religion. Identify religious belief: Genetic (Predisposition) Information. Specify:

Hostile Epithets Disability Discrimination. Identify disability:

EEO Retaliation. Retaliation for what activities? Gender Discrimination. Identify gender:
 Male Female Other: _____

Military Status Marital Status

National Origin. Identify national origin: Other

Complainant's Signature	Date
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If you have retained legal counsel and would like us to work with them, please provide their name and contact information here: _____

*****Completed form must be submitted to HR or the Legal Department*****



**Nassau University Medical Center
A. Holly Patterson Extended Care Facility
Family Health Centers***

**HUMAN RESOURCES DEPARTMENT
REQUEST FOR REASONABLE ACCOMMODATION FORM**

TO BE COMPLETED BY REQUESTOR

Human Resources Department requests the completion of this form to assist it in assessing your request for a reasonable accommodation. This information will be part of an interactive process with you as we explore your request. This form will be kept separate from your personnel file. The responses may generate the need for additional medical information.

Print Name _____ Date _____

Phone (Work) _____ (Personal) _____

Job Title _____ Department _____ Unit _____

PART A – SPECIFIC ACCOMMODATION QUESTION:

1. What specific accommodation are you requesting?
2. How does your limitation(s) interfere with your ability to perform your job?
3. Describe any suggested accommodation(s) that you believe will assist you in addressing the above-referenced limitation(s):
4. Is your accommodation request sensitive? If yes, please explain.

PART B – DOCUMENT THE REASON FOR ACCOMMODATION REQUEST:

1. If applicable, identify the source and/or cost (if known) for providing the accommodation(s):
2. What job function(s) are you having difficulty performing or accessing because of that limitation(s)?
3. Have you had any accommodations in the past for this limitation? If yes, what were they and effective were they?

PART C – OTHER

Please provide any additional information that might be useful in processing your accommodation request:

Signature _____

Date _____

Return this form to: Human Resources Department