



Institutional Policy

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| Policy Contact | Sarah Hartman () |
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POLICY STATEMENT

National Jewish Health is dedicated to cultivating a work environment free of retaliation. Each individual has the right to work in a professional environment that promotes equal opportunity and prohibits unlawful discrimination. Institution staff shall not be threatened, harassed, bullied, demoted, suspended, terminated or retaliated against in any other form as a result of good faith reporting which identifies illegal, unethical or inappropriate behavior.

Employees are encouraged to promptly report circumstances that violate applicable laws or actions that do not align with behavioral expectations outlined in the National Jewish Health Employee Handbook and Code of Conduct publications. Retaliatory action taken against an individual who, in good faith, reports illegal, unethical or inappropriate behavior is strictly prohibited. Retaliatory action in response to malicious intent is also prohibited.

SCOPE

This policy applies to all faculty, employees, affiliates, volunteers, observers, vendors and anyone conducting business on behalf of National Jewish.

PROCEDURE

- A. Any individual who believes that they have been the target of retaliation, or those who have witnessed such behavior, should immediately report the incident to their direct supervisor or Human Resources.
- B. Any supervisor who is informed of retaliation must report the complaint to Human Resources.
- C. Individuals who believe they, or others covered by this policy, have been subjected to retaliation and are not comfortable reporting the incident to their direct supervisor should contact Human Resources.
- D. When an allegation of retaliation is received, the Director of Human Resources or designee will conduct an investigation in as prompt a manner and time frame as possible. The complaining employee and the accused employee(s) will be interviewed along with any other witnesses

and/or appropriate employee(s). All employees are expected to cooperate throughout the investigation. Confidentiality will be maintained for all parties involved to the extent possible. If it is determined that retaliation has occurred, the offender will be subject to appropriate corrective action, up to and including termination.

1. If suspension of any of the parties involved is deemed appropriate during the course of the investigation, at the discretion of the Director of Human Resources or designee, the individual(s) may be placed on paid leave while the investigation occurs.
 2. The accused individual will be notified promptly of the allegations by the Director of Human Resources or designee.
 3. The Director of Human Resources or designee will inform the complaining employee of the outcome of the investigation to the extent possible.
 4. If results of the investigation find that the complainant made an accusation of retaliation knowing it to be false, the complainant will be subject to appropriate corrective action.
 5. Records of alleged retaliation and the subsequent investigation will be kept by the Director of Human Resources or designee. Such records are confidential and will be housed in confidential files in the Human Resources Department.
- E. If the complainant or accused employee is a Senior Manager, Faculty Member or Executive, the Chief Administrative Officer or designee will conduct the investigation.
- F. If the complainant or accused employee is the Chief Administrative Officer or the President/CEO, legal counsel will conduct the investigation and report the findings to the Chairman of the Board of Directors.

RESPONSIBILITIES

All faculty, employees, affiliates, volunteers, observers, vendors and anyone conducting business on behalf of National Jewish, are responsible for upholding this policy.