

Lifesong Hospice and Palliative Care

Productive Work Environment HR.P30

Regulation(s): | None
L-Tag(s): | None

POLICY: Lifesong Hospice and Palliative Care is committed to promoting a productive work environment and does not tolerate verbal or physical conduct by any employee that disrupts, offends, harasses, or interferes with another’s work performance or which creates an intimidating, offensive or hostile work environment.

PROCEDURE:

1. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from offensive, disruptive, and/or harassing activity.
2. Each supervisor has a responsibility to maintain a workplace free of any form of disruption or discord, where open lines of communication foster cooperation and support of all employees.
3. Employees are encouraged to freely express issues and concerns with their supervisor.
4. The supervisors investigate all reported concerns. Any request to maintain such communications in confidence is observed to the fullest extent possible.
5. Employees’ misconduct that may upset employee morale or may interfere with employees’ work and efficiency is prohibited, including but not limited to:
 - a. verbal abuse, demeaning the status or dignity of others;
 - b. threatening, intimidating or coercing a co-worker;
 - c. physical assault/battery;
 - d. harassment of any kind;
 - e. intimate displays of affection;
 - f. insubordinate acts or statements;
 - g. spreading gossip or rumors;
 - h. soliciting funds from co-workers;
 - i. jokes and cartoons in poor taste.
6. Any employee who violates this policy is subject to disciplinary action, depending on the circumstances, up to and including termination of employment.

Created:	Reviewed:	Revised:	Effective:
7/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed: