Stony Brook Administrative Services (SBAS) and Stony Brook Community Medical (SBCM) Employee Handbook

# SECTION III: EMPLOYMENT POLICY

IT IS THE POLICY OF THE SBCM/SBAS, without reference to race, creed, color, religion, sexual orientation, military status, status as victim of domestic violence, predisposing genetic characteristic, gender, age, national origin or disability, or any other category protected by law, to:

Employ individuals on the basis of qualifications, abilities, skills, performance, experience and other criteria deemed relevant.

Provide opportunities for employee development and advancement; and, as feasible, promote from within on the basis of the employee's qualifications, performance, abilities, skills, attendance and contribution.

Provide wages and benefits which are competitive within our budgetary ability and compensation program.

Make the workplace accessible, pleasant and conducive to effective job performance and patient service.

## EQUAL EMPLOYMENT OPPORTUNITY

SBCM/SBAS provides Equal Employment Opportunity to all employees and job applicants. Employment decisions are made based on 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, color, national origin, citizenship, marital status, gender, age, disability, sexual orientation, veteran or any other category protected by law. Discrimination and/or harassment based on any protected category is inconsistent with our philosophy of doing business and will not be tolerated.. SBCM/SBAS 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.

If you experience or learn of discrimination, harassment or other misconduct, immediately contact Human Resources. We all must share the goal of equal opportunity and the obligations to address violations promptly and effectively.

## SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY DISCRIMINATION AND HARASSMENT-FREE WORKPLACE

SBCM/SBAS does not tolerate harassment in the workplace, especially when the harassment is based on any protected category identified in the Company's Equal Employment Opportunity Policy. The Company has zero tolerance for discrimination or harassment and is committed to a workplace free of such misconduct. If an employee believes he or she or another employee is being harassed by a manager, supervisor, employee, guest, contractor or anyone else with whom he or she interacts as a part of his or her job, that employee (and his or her co-workers too) is directed to bring the matter to the Company's attention in the manner set for the below.

### What Is Harassment?

Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment prohibited by SBCM/SBAS can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

### Sexual Harassment Defined.

While it is difficult to define all forms of sexual harassment prohibited by this policy, it includes all of the conduct described above, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Sexual and other forms of harassment are unlawful. Even when they do not violate the law, harassing and discriminatory conduct violate our policy and are prohibited.

Examples of conduct that violates this policy include, but are not limited to:

* unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement.
* requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
* obscene or vulgar gestures, posters, or comments.
* sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies. propositions, or suggestive or insulting comments of a sexual nature.
* derogatory cartoons, posters, and drawings.
* sexually-explicit emails or voicemails.
* uninvited touching of a sexual nature.
* unwelcome sexually-related comments.
* conversation about one's own or someone else's sex life.
* conduct or comments consistently targeted at only one gender, even if the content is not sexual.
* teasing or other conduct directed toward a person because of the person's gender.

**All such conduct is unacceptable in the workplace and in any work**-**related settings such as training sessions, after**-**work** functions**,** or other **settings regardless of whether the** conduct is **engaged in by a** supervisor**, co-worker, contractor, vendor, or other third** party.

## COMPLAINT PROCEDURE

Any employee who suspects, observes, or experiences discriminatory or harassing actions by another Company employee, member of management or anyone else should immediately notify his/her supervisor, the next level of management or (Human Resources), regardless of whether the employee is the victim or not, whether the offender is a supervisor, member of management, coworker, vendor, or business invitee, and regardless of the sex of the offender. We will investigate any complaint of harassment and will take corrective action where appropriate. To the extent practical and appropriate, complaints of harassment or discrimination and the subsequent investigations will be treated as discreetly as possible.

Any employee who engages in inappropriate conduct deemed to be harassment or who otherwise violates this policy will be subject to disciplinary action, up to and including termination of employment. Anyone found to be engaging in any type of discriminatory behavior will be subject to disciplinary action, up to and including termination of employment.

No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this non-retaliation policy, the employee should bring the matter to the immediate attention of (Human Resources). Anyone, regardless of position or title, whom we determine has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination. You certainly can call:

**Jennifer Crema,** Executive **Director.....(631) 615-8279**

**Kristin Coyle, Human Resources Director................ (631**)**675-2091**

**Kelly Fontana,** Training **and Regulatory Director.. (631) 615-8271**

## REASONABLE ACCOMMODATION POLICY

SBCM/SBAS, is committed to helping employees to do their jobs. As part of our efforts to do so, we comply with the American Disabilities Act (ADA) and all applicable local, state and federal laws to provide equal employment opportunities and access for qualified persons with disabilities. An individual is qualified if he or she can perform the essential functions of the job with or without reasonable accommodation. Similarly, if you require an accommodation due to religious beliefs and practices, please contact Human Resources.

The Company will provide job modification/reasonable accommodation to otherwise qualified applicants or employees with disabilities, unless to do so would cause undue hardship. Job modifications/reasonable accommodations may be made:

when applicants with disabilities need modifications/accommodations to be considered for jobs;

when employees with disabilities need modifications/accommodations to enable them to perform the essential functions of jobs or to gain access to the workplace; and,

when employees with disabilities need modifications/accommodations to enjoy equal benefits and privileges of employment.

SBCM/SBAS will process requests for job modification/reasonable accommodation and, where appropriate, provide job modifications/reasonable accommodations in a prompt, fair and efficient manner. Employees may request job modifications/reasonable accommodations either verbally or in writing. Employees seeking job modifications/reasonable accommodations should contact his or her supervisor or manager. A written request is best because you can explain the assistance you need and why you need it to do your job.

We may initiate the job modification/reasonable accommodation process on our own whenever it reasonably believes that a physical or mental impairment may be limiting an employee's ability to perform essential job functions safely or successfully.

Documentation supporting the need for accommodation may be requested from an employee's physician, in accordance with applicable law. Employees who produce false or misleading information regarding medical conditions or the need for an accommodation will be subject to immediate discharge.

We also will provide reasonable accommodations for pregnancy, childbirth, and related medical conditions, unless such accommodations would cause an undue hardship or the employee, even with a reasonable accommodation, cannot perform the essential functions of the job.

## SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

### I. SOCIAL MEDIA POLICY

SBCM/SBAS respects the right of any employee to maintain a blog or website or to participate in social networking on or through websites or services such as Twitter, Facebook, or similar sites/services (collectively "social media"). However, to protect the Company's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

• Employees may not use social media during working time, unless specifically authorized to do so as part of their job duties.

• All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed through social media.

• When using social media, if an employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must specifically state that the opinion expressed is his/her personal opinion and not the company's position. This is necessary to preserve the company's goodwill in the marketplace.

• Be respectful of potential readers and colleagues. Please do not use discriminatory comments when commenting about the company, superiors, co-workers, or our competitors.

Employees may not use the company's logos or trademarks for commercial Purposes, to endorse any product or service or for any reason unless authorized by Senior Management.

• Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening is forbidden.