	CREATION DATE May 2019	DATE REVISED
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE April 2019
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## 1. Summary of Purpose

- 1.1. Society for Simulation in Healthcare (“Society”) is committed to providing a professional environment that is free from harassment and discrimination in which all individuals, including employees, members, and volunteers, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere free from unlawful harassment, discrimination, and retaliation.
- 1.2. Society has a zero-tolerance policy for discrimination, harassment, bullying, abuse of power and retaliation and is committed to enforcing this policy at all Society events.


## 2. Scope

- 2.1. This policy applies to conduct by members and volunteers of Society, including officers, directors, and committee members and applies to complaints of harassment that involve members and volunteers of Society at all Society events including, without limitation, board of director meetings, committee meetings, conferences and Society networking events.
- 2.2. In order to provide all participants at events, including members and other attendees, clients, speakers, staff, exhibitors, sponsors, employees and volunteers, the opportunity to interact professionally and benefit from the event, Society is committed to providing a safe and productive environment free of discrimination, hostility, harassment, and retaliation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law (“Protected Factor”).

## 3. Definitions

### 3.1. Equal Opportunity

It is Society’s policy to ensure equal opportunity without discrimination or harassment on the basis any Protected Factor. Society prohibits all such discrimination and harassment.

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### 3.2. Harassment

Harassment on the basis of any Protected Factor is strictly prohibited. Harassment includes verbal, written, or physical conduct that denigrates or shows hostility toward an individual on the basis of any of the above list protected factors and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of interfering with an individual's performance or ability to participate in Society events; or (3) otherwise affects an individual's ability to participate in Society events and activities.

Harassing conduct include epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts, denigrating jokes, offensive texts, and emails, as well as the application of any stereotypes or generalizations based on any of the prohibited grounds.


Sexual harassment means any unwelcome conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that: (1) might reasonably be expected to offend, embarrass, or offend an individual. Sexual harassment also includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical unwelcome conduct.

### 3.3. Bullying

Bullying is offensive, cruel, insulting or humiliating behavior. It can be physical or verbal, direct or indirect, to include gossip. Bullying is considered harassment in general, unless there is physical contact or threat of violence, where it is considered violence.

### 3.4. Abuse of Power

Abuse of power occurs when a Society volunteer abuses or misuses his/her power and discretion for a personal benefit, or to benefit another person. Abuse of power includes situations that involve a reporting relationship, or any situation that includes an accusation from a client against a volunteer who is providing a service upon which the client depends.

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#### 4. Policy Details

##### 4.1. Prohibited Conduct

As a professional organization, Society is committed to diversity, equity, professional treatment of ideas, and respectful treatment of all members, volunteers, and employees at all Society events. Society seeks to provide a professional atmosphere in which diverse participants may learn, network, and participate in an environment of mutual respect. Conduct that is prohibited includes:

- 4.1.1. Harassment or intimidation based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, or any other characteristic protected by law.
- 4.1.2. Sexual harassment or intimidation, including unwelcome sexual attention, stalking, or unsolicited physical contact.
- 4.1.3. Harassment, intimidation, or coercion based upon a position as a board member, committee member or any position of influence.
- 4.1.4. Abusive, lewd, or threatening conduct.
- 4.1.5. Bullying, abuse of power, harassment or unprofessional conduct toward employees, volunteers, members, or other participants at Society events.
- 4.1.6. Physical violence or threats of violence.
- 4.1.7. Sexually charged communications or conduct.


4.2 Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation is strictly prohibited. Acts of retaliation should be reported immediately and will be promptly addressed.

4.3 This Anti-Harassment Policy shall be considered part of the Society's Code of Conduct for its Board members and volunteers.

#### 5. Procedures for Ensuring Compliance

##### 5.1. Reporting Acts of Discrimination, Harassment or Retaliation

- 5.1.1. Society cannot take action to stop conduct if it does not know of the conduct. Society encourages reporting of all perceived incidents or discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with the Society Executive Director or President. In addition, Society encourages individuals to

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advise the offender that his or her conduct is unwelcome and to request that it be discontinued, if they feel comfortable so doing.


- 5.1.2. The Society encourages the prompt reporting of complaints of concerns so that immediate action can be taken, if appropriate. An individual making a complaint may be asked to put the complaint in writing.
- 5.1.3. At Society events, the Executive Director or a Society employee will be designated to receive any complaints for that event. If an individual witnesses or is the victim of prohibited conduct that requires immediate response by Society, the individual should contact the Society Executive Director or designated employee.
- 5.1.4. In the event that an individual feels that his or her physical safety is in jeopardy, Society encourages the individual to contact the appropriate law enforcement agency to make a report.
- 5.1.5. Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved as well as witnesses to the conduct.
- 5.1.6. Society will maintain confidentiality to the extent consistent with appropriate investigation and corrective action.
- 5.1.7. If it is determined that an individual has engaged in prohibited conduct, Society shall determine the appropriate action to be taken, which may include, but is not limited to:
  - 5.1.7.1. Verbal or written apologies.
  - 5.1.7.2. Private reprimand.
  - 5.1.7.3. A referral to counseling.
  - 5.1.7.4. Sensitivity training.
  - 5.1.7.5. Expulsion from the Society event without warning or refund.
  - 5.1.7.6. Implementation of conditions upon attendance at future Society events.
  - 5.1.7.7. Removal of the individual as a board or committee member.
  - 5.1.7.8. Restriction from attendance at future Society events.
  - 5.1.7.9. Revocation of membership in the Society.

## 6. Appendices / Attachments

6.1. Appendix A: Board Director Acknowledgement Form

6.2. Appendix B: Committee, Commission, and Council Chair Acknowledgement Form

6.3. Appendix C: Employee Acknowledgment Form

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## Appendix A – Board Director Acknowledgement Form

### Acknowledgement of review, understanding, and acceptance of SSH Anti-Harassment Policy

I, \_\_\_\_\_, hereby certify that I agree to abide by the Society's Anti-Harassment policy, a copy of which I have received, reviewed, and accepted.


Board Member Signature:

Date:

Board Member Name (printed):

Executive Director Signature:

Date:

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## Appendix B – Committee, Commission, and Council Chair Acknowledgement Form

### Acknowledgement of review, understanding, and acceptance of SSH Anti-Harassment Policy

I, \_\_\_\_\_, hereby certify that I agree to abide by the Society's Anti-Harassment policy, a copy of which I have received, reviewed, and accepted.


Chair Signature:

Date:

Chair Name (printed):

Executive Director Signature:

Date:

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## Appendix C – Employee Acknowledgement Form

### Acknowledgement of review, understanding, and acceptance of SSH Anti-Harassment Policy

I, \_\_\_\_\_, hereby certify that I agree to abide by the Society's Anti-Harassment policy, a copy of which I have received, reviewed, and accepted.

Employee Signature:

Date:

Employee Name (printed):

Executive Director Signature:

Date: