POLICY STATEMENT:

It is the policy of AMDA – The Society for Post-Acute and Long-Term Care Medicine that any type of harassment of or by AMDA staff, members or attendees, by members of the society or other attendees, at all locations where AMDA members and staff are conducting AMDA business, is prohibited conduct and is not tolerated. This includes locations of society meetings, including but not limited to conferences, meetings, dinners, receptions and social gatherings held in conjunction with AMDA meetings. This zero-tolerance policy also applies to meetings of all AMDA affiliates, committees, task forces, as well as other AMDA-sponsored events.

Definition

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship or other protected group status. This includes conduct that: (1) has the purpose or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual’s participation in meetings or proceedings of any AMDA entity; or (3) otherwise adversely affects an individual’s participation in such meetings or proceedings or, in the case of AMDA staff, such individual’s work performance, or tangible job benefits.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere in AMDA’s offices or at the site of any AMDA meeting or circulated in connection with any AMDA meeting.

Sexual Harassment

Sexual harassment also constitutes discrimination and is unlawful and is absolutely prohibited. For the purposes of this policy, sexual harassment includes (1) making unwelcome sexual advances or requests for sexual favors or other verbal, physical, or visual conduct of a sexual nature; and/or (2) creating an intimidating, hostile or offensive environment or otherwise unreasonably interfering with an individual’s participation in meetings or proceedings of any AMDA Entity or, in the case of AMDA staff, such individual’s work performance, by instances of such conduct.

Sexual harassment may include such conduct as explicit sexual propositions, sexual innuendo, suggestive comments or gestures, descriptive comments about an individual’s physical appearance, electronic stalking or lewd messages, displays of foul or obscene printed or visual material, and any unwelcome physical contact.
PROCEDURE:

1. Reporting a complaint of harassment

Any persons who believe they have experienced or witnessed conduct in violation of this Anti-Harassment Policy during any AMDA meeting or associated functions should promptly notify the AMDA Executive Director, AMDA Human Resources, or a member of the AMDA Executive Committee.

Any persons who believe they have experienced or witnessed conduct in other activities associated with AMDA in violation of Anti-Harassment Policy should promptly notify the presiding officer(s) of such AMDA-associated meeting or activity or the AMDA Executive Director, AMDA Human Resources, or a member of the AMDA Executive Committee.

Anyone who prefers to register a complaint to an external vendor may do so by contacting our HR consulting firm with Kelly Mitchell as principal: kmitchell@impacthrllc.com or 443-741-3900, ext. 101). The vendor will advise AMDA of any complaint it receives so that AMDA may investigate in accordance with our policy.

2. Investigations

Investigations of harassment complaints will be conducted by AMDA Human Resources. Each complaint of harassment or retaliation shall be promptly and thoroughly investigated. Generally, AMDA Human Resources will (1) use reasonable efforts to minimize contact between the accuser and the accused during the pendency of an investigation and (2) provide the accused an opportunity to respond to allegations. Based on its investigation, AMDA Human Resources will determine whether a violation of this Anti-Harassment Policy has occurred.

3. Disciplinary Action

If AMDA Human Resources determines that a violation of this Anti-Harassment Policy has occurred, AMDA Human Resources shall (1) notify the AMDA Executive Director or the presiding officer(s) of such other AMDA-associated meeting or activity in which such violation occurred, as applicable, of this determination, (2) refer the matter to the AMDA Executive Committee for disciplinary and/or corrective action, which may include but is not limited to expulsion from the relevant AMDA-associated meetings or activities, and (3) provided the accused with information and/or training as appropriate.

If a member is determined to have violated this Anti-Harassment Policy, the AMDA Executive Director and/or the AMDA Executive Committee shall determine disciplinary and/or corrective action in consultation with the President of AMDA.

If a nonmember or non-AMDA party is the accused, AMDA Human Resources shall refer the matter to the AMDA Executive Director, and when appropriate, will provide the necessary assistance to address the matter.

4. Confidentiality

To the fullest extent possible, and consistent with usual business practice, AMDA will keep complaints, investigations and resolutions confidential.

5. Retaliation

Retaliation against anyone who has reported harassment, submits a complaint, reports an incident witnessed, or participates in any way in the investigation of a harassment claim will not be tolerated. Each complaint of harassment or retaliation will be promptly and thoroughly investigated. To the fullest extent possible, the AMDA will keep complaints and the terms of their resolution confidential.