

**ANTI-HARASSMENT AND DISCRIMINATION ACKNOWLEDGMENT****COMMONWEALTH OF KENTUCKY  
CABINET FOR HEALTH AND FAMILY SERVICES  
OFFICE FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS**

The Kentucky Office for Children with Special Health Care Needs (OCSHCN) is committed to maintaining a workplace free of harassment and discrimination. OCSHCN employees receive regular anti-harassment and discrimination training according to Cabinet for Health and Family Services (CHFS) guidelines. Below is a modification of the Cabinet's Anti-Harassment and Discrimination policy for all CHFS employees. Modifications specific to OCSHCN are in bold type. **The OCSHCN expects members of its medical staff to conduct themselves in a professional manner that supports and maintains a workplace free of harassment and discrimination for our employees, clients, and client's families. We ask our medical staff to review the summary and sign this Acknowledgment Form, indicating they understand and agree to abide by OCSHCN's policy and expectations regarding harassment and discrimination in the workplace.** If you would like the full text of the CHFS policy, please ask OCSHCN staff to provide to you a copy.

The Cabinet for Health and Family Services (CHFS) is committed to maintaining an environment free from harassment or discrimination against any individual regardless of race, sex, age (40 and above), disability, national origin or ancestry, religion, veteran status, sexual orientation, gender identity, or genetic information. This policy applies to all personnel actions, including but not limited to: recruiting, hiring, classification and compensation, benefits, promotions, transfers, layoffs, reinstatement, and educational programs.

Prohibited Activities: derogatory comments, jokes, slurs based on one or more of the protected classes; unwanted physical conduct of any kind, impeding or blocking movement, or physical interference with normal work movement, when directed at an individual based on membership in a protected class; the display, mailing or e-mailing of derogatory posters, cartoons, or drawings based on one's membership in a protected class.

Sexual harassment refers to unwelcome sexual behavior, either verbal or physical, that interferes with work effectiveness and integrity. An employee may be subject to disciplinary action, up to and including dismissal. **Similarly, a member of OCSHCN medical staff who engages in this type of behavior may be subject to disciplinary action, up to and including suspension of privileges or exclusion from the medical staff.** Sexual harassment, whether committed by supervisory or non-supervisory personnel, is specifically prohibited as unlawful. The harassment of clients or residents based on race, color or national origin is also prohibited. In addition, an employee who is responsible for providing services or benefits is prohibited from having a personal, romantic or sexual relationship with a client of the Cabinet, when the relationship may pose a real or perceived conflict of interest with the employee's duties as a representative of this Cabinet.

Complaint Procedure: If an employee or other person present in the workplace believes he or she has been subjected to sexual or other forms of harassment, he or she has the responsibility to complain about the harassment as soon as possible. The complaint shall be made in writing with the employee's immediate supervisor, next line supervisor, EEO

**ANTI-HARASSMENT AND DISCRIMINATION ACKNOWLEDGMENT**

Coordinator, EEO Counselor, or with the Cabinet's Office of Human Resource Management. The complainant may also contact persons inside or outside of state government to assist with filing a written complaint. The complainant may also pursue redress through the Equal Employment Opportunity Commission, the Kentucky Commission on Human Rights, or the Kentucky Personnel Board. Once a supervisor becomes aware of a complaint, whether in writing or not, the supervisor, together with the Executive Director of OCSHCN, MUST issue a Cease and Desist Memorandum to the alleged offender and contact the EEO/Civil Rights Compliance Branch to report the complaint as soon as possible to determine if an investigation is warranted. All information gathered during the investigation shall be held confidential to the maximum extent possible.

Retaliation: Retaliation against anyone who files a harassment charge or who participates in the investigation of these charges is strictly prohibited. Anyone filing a harassment complaint or assisting in the investigation of a complaint shall not be adversely affected in terms and conditions of employment nor discriminated against in any manner because of the complaint.

Disciplinary Action: **When the activities or professional conduct of any medical staff member is considered to be contrary to the standards or aims of the medical staff or is considered to be disruptive to the operations of the OCSHCN, its programs, or clinics, the procedure for potential corrective action outlined in the Medical Staff Policies will be followed.**

**I acknowledge that I have read the above Anti-Harassment and Discrimination Summary and will present any questions I have to my liaison with OCSHCN, the executive director or the medical director. I understand that I am responsible for adhering to OCSHCN policy.**

---

 Printed Name

---

 Signature

---

 Date