

PARAPROFESSIONAL TEACHING TOOL

**Sexual Harassment Prevention, Corporate Compliance/ HIPAA,
Return to Work, Drug and Alcohol Abuse**

Sexual Harassment Prevention:

Is a form of sex discrimination and is unlawful. Sexual Harassment Includes: harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Anyone can be the target, and anyone can be the perpetrator.

What is Sexual Harassment?

Sexual Harassment includes unwelcome conduct, either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment when:
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions.

Where Can Workplace Sexual Harassment Occur?

Harassment can occur whenever and wherever employees are fulfilling their work responsibilities, including in the field, at any employer-sponsored event, trainings, conferences open to the public and office parties.

This means any harassing behavior will be investigated and the perpetrator or perpetrators will be told to stop. It also means that disciplinary action may be taken, if appropriate. If the behavior is sufficiently serious, disciplinary action may include termination. Repeated behavior, especially after an employee has been told to stop, is particularly serious and will be dealt with accordingly.

What to do if I am Harassed – Report: It is Protected Activity

Any employee engaged in "protected activity" is protected by law from being retaliated against. You are protected when:

- Making a complaint to a supervisor, manager or another person designated by your employer to receive complaints about harassment
- Making a report of suspected harassment, even if you are not the target of harassment
- Filing a formal complaint about harassment
- Opposing discrimination
- Assisting another employee who is complaining of harassment

If you have been sexually harassed report it to the Branch Manager

The Manager will provide you with a complaint form to report harassment and file complaints.

Submit it to: Judith Wright, Director of Human Resources/Payroll. jwright@ucicare.com

Phone: 914-428-4300 Extension 1819 Fax: 914-428-9594. You may also make reports verbally.

Corporate Compliance/HIPAA

Corporate Compliance Program: Serves as a mechanism to tie together moral & ethical obligations in our daily work. The PROGRAM makes us aware of our obligation to help reduce Fraud, Waste & Abuse in the health care industry. If you observe any fraud, waste, or abuse, call the Hot line below.

HIPAA compliance is a critical factor to Unlimited Care, Inc.'s success in the maintenance of strict security and confidentiality with regard to our patients' data and proprietary information. Employees' personal commitment to maintain this high level of security and to prevent unauthorized disclosures of confidential information is critical to Unlimited Care, Inc.'s future. All employees are required to hold in confidence ANY patient information and its disclosure, except for necessary treatment and operations. This extends to all provisions of the Health Insurance and Portability Accountability Act of 1996 and its later updates

Hotline and Your Responsibilities

- The purpose of the Hot line (1888-533-0558) is to provide employees an alternative method of reporting instances of fraud, waste and abuse and inappropriate behavior. The Hot line is available 24 hours a day, 365 days a year.
- All calls will be kept confidential
- The law prohibits retaliation against employees that make a report of suspected violations
- Unlimited Care, Inc. is committed to investigate all reports, maintain confidentiality and anonymity of all parties involved

Return to Work

Unlimited Care, Inc. has a Return-to-Work Program. The purpose of the program is to assist employees who have been absent from work for an extended period, ensuring they reintegrate into their roles effectively and safely.

This policy aims to provide a clear structure for both the employer and the employee, detailing the necessary steps and considerations required during the return-to-work process.

It emphasizes collaboration, understanding, and flexibility, ensuring that employees are given the necessary support and resources to transition back into their roles while considering their well-being and any potential adjustments or accommodations that might be required.

Drug and Alcohol Abuse

Unlimited Care, Inc. provides a drug-free, healthy, and safe workplace. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on Unlimited Care, Inc. premises and while conducting business-related activities off Unlimited Care, Inc. premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor or Human Resources for assistance in seeking help under the Unlimited Care, Inc. Drug and Alcohol Program to address substance abuse, and also help you determine coverage available under the Company's medical insurance plan.