**Appendix 3.2**

## **POLICY ON PROFESSIONAL CONDUCT AND PROHIBITION AGAINST HARASSMENT**

The American Dental Association (ADA) is proud of its professional and congenial work environment, and it will take all necessary steps to ensure that the work environment remains pleasant for all that work here. It is ADA policy that all ADA volunteers, as well as all ADA employees, are responsible for assuring that the work place is free from improper harassment. The ADA absolutely prohibits sexual harassment and harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with respect to public assistance, or marital status. Certain discriminatory harassment is prohibited by state and federal laws, which may subject the ADA and/or the individual harasser to liability for any such unlawful conduct. With this policy, the ADA prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated. Sexual harassment includes unwelcome sexual advances and requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

* submission to such conduct is made either implicitly or explicitly a condition of the individual’s employment;
* submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
* such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to:

* verbal harassment or abuse of a sexual nature;
* subtle pressure or abuse of a sexual nature;
* unnecessary touching of an individual, for example, patting, pinching, hugging, repeated brushing against another employee’s body;
* offensive sexual flirtation, advances or propositioning;
* graphic verbal commentaries or jokes;
* sexually degrading words used to describe an individual; or
* the offensive display in the workplace of sexual objects, pictures or writings.

Each volunteer must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

* Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, negative stereotyping, personally abusive remarks, propositions, threats or suggestive or insulting sounds;
* Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
* Physical: unwanted physical contact including touching, interference with an individual’s normal work movement or assault; and
* Other: making or threatening reprisals as a result of a negative response to harassment.

ADA volunteers, as well as ADA employees, are responsible for keeping our work environment free of all such harassment. If you believe that you have been harassed, or if you become aware of an incident of harassment, whether by an employee or a non-employee, you should report it as soon a possible to the Executive Director and/or to the ADA Director of Human Resources, 1-800-621-8099, ext. 2755 or 312-440-2755. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.

The ADA’s Professional Conduct Policy and Prohibition Against Harassment applies to the immediate work place as well as to ADA related activity outside the ordinary work place, such as Annual Session and ADA-sponsored social or recreational events.

In response to every complaint, the ADA will take prompt investigatory actions and corrective and preventative actions where necessary. All ADA volunteers should be aware that the privacy of the charging party and the person accused of the harassment will be protected to the extent consistent with effective enforcement of this policy. The ADA will retain confidential documentation of all allegations and investigations.

All those involved in the accreditation process are reminded that harassment is against the law. Any consultant/site visitor or program representative who experiences or witnesses harassment in relation to the accreditation process should contact the Director of the Commission and/or the ADA Director of Human Resources, 1-800-621-8099 at once. The Commission annually reviews the American Dental Association’s Professional Conduct Policy and Prohibition Against Harassment and directs that the policy be provided routinely to all parties that participate in the accreditation review process.