NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUBJECT: SEXUAL HARASSMENT AND DISCRIMINATION

NUMBER: NN-HR-03 Page 1 of 2

ORIGINAL DATE: 07/10/97

REVIEW/REVISE DATE: 04/05/04, 01/04/01, 07/08/04, 06/07/07, 3/18/10, 1/17/2013

APPROVAL	Cody L. Phinney	, Agency Director
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### I. PURPOSE

The purpose of the Governor's Policy is to clearly express the position of the State of Nevada, the Department of Health and Human Services, the Division of Mental Health and Developmental Services and Northern Nevada Adult Mental Health Services that all employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

#### II. POLICY

NNAMHS will comply with the Governor's Policy against Sexual Harassment and Discrimination.

### III. REFERENCE

MHDS Policy #5.021 Sexual Harassment Governor's Policy Against Sexual Harassment &

### Discrimination

## IV. PROCEDURE

- 1. All new employees are to read the Governor's Policy and sign the policy acknowledgement upon hire.
- All current employees are to read the Governor's Policy and acknowledge review annually at the time of their annual appraisal. Acknowledgement is documented on the Appraisal Checklist.
- 3. Staff members who have questions or concerns regarding the Governor's policy may contact the NNAMHS Personnel office during normal business hours, Monday through Friday, 8 a.m. to 5 p.m.
- 4. NNAMHS has zero tolerance for any act of discrimination or sexual harassment (either verbal or physical) perpetrated by or toward a NNAMHS employee.