

**SEXUAL HARASSMENT POLICY**  
**of the**  
**New York State Council of Health-system Pharmacists, Inc.**

It is the policy of the New York State Council of Health-system Pharmacists, Inc. (NYSCHP) to prohibit anyone (male or female) from sexually harassing another person by making unwelcome sexual advances or requests for sexual favors. Prohibited conduct also includes but is not limited to the creation of a hostile, intimidating or offensive work environment by such behavior.

All complaints of sexual harassment must be reported to the NYSCHP Executive Director or Chair within 48 hours of the behavior complained of. As an alternative, any employee may report a complaint of sexual harassment directly to the NYSCHP Counsel's office within the same 48 hour period. Any report received pursuant to this paragraph shall be promptly and fairly investigated by or in coordination with NYSCHP Counsel.

All information will be held in the strictest confidence and will only be disclosed on a need-to-know basis in order to fully and fairly investigate and resolve the matter. If such investigation establishes that sexual harassment did occur, the offending person will be disciplined to the fullest extent permitted by the NYSCHP Constitution and By-Laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name