



NO HARASSMENT AND DRUG POLICY

NO HARASSMENT POLICY:

Bridge Staffing is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color; national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances; or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the **Human Resources Director of Bridge Staffing at 866-661-7070**. Additionally, you should report such conduct to your supervisor at the healthcare facility to which you are assigned. Finally, you should comply with all reporting requirements set forth in the sexual harassment policy of the healthcare facility to which you are assigned. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment reported to Bridge Staffing will be investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any assigned Nurse agrees not to engage in sexual harassment of any nature and to familiarize himself/herself with the sexual harassment policy of any Client of Bridge Staffing to whom the Nurse may be assigned, and Nurse agrees to strictly adhere to and abide by such policy.

DRUG FREE POLICY:

It is Bridge Staffing's policy to provide an assigned Nurse and its clients with a working environment that is free of the problems associated with the use and abuse of controlled substances and the abuse of alcohol. Any and all Nurses agree to be in such mental and physical condition as will permit them to perform their tasks in a professional and competent manner. An inability to meet these standards will result in disciplinary action up to and including termination.

I, _____, hereby acknowledge that I received, read, and agree with the terms set forth in the policy above.
(Printed Name)

Signature: _____ Date: _____