STANDARD OPERATING PROCEDURE
NUHS Residency Anti-Harassment Policy

1.0 Objectives

1.1 To set out a framework to ensure a working and training environment free from sexual and any other forms of harassment in all NUHS Residency programs.

1.2 The policy takes reference from

- NUHS-RES-03 Resident Discipline and Remediation Policy
- NUHS-RES-09 NUHS Residency Faculty Remediation Policy
- NUHS-RES-15 NUHS Residency Resident with Impairments Policy

2.0 Definition

2.1 Harassment can occur as a single act or action over a period of time. Harassment encompasses a broad range of physical or verbal behaviour. Some examples are as follows:

- Physical, sexual or mental abuse
- Insults about age or race
- Ethnic jokes
- Religious slurs
- Taunting that provokes an employee
- Ostracizing or excluding an employee
- Imposing special work burden

3.0 Scope
3.1 Policy applies to all residents, senior residents, and faculty in all NUHS Residency programs.

4.0 Policy

4.1 Prohibition of Harassment and Discrimination

4.1.1 NUHS is committed to maintain an environment free from harassment and discrimination for all members of the NUHS community. Areas include age, sex, race, colour, religion, marital status, national origin, or mental or physical handicap.

4.1.2 In keeping with this commitment, NUHS prohibits any forms of harassment, including sexual harassment. Any form of harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

4.1.3 NUHS also prohibits any discriminatory practices, including discrimination against residents with disabilities. The policy regarding residents with impairment or disabilities is detailed in NUHS-RES-15 NUHS Residency Resident with Impairment.

4.2 Protection Against Frivolous Allegation

4.2.1 Any person bringing a frivolous allegation of harassment may be subject to disciplinary action.

5.0 Procedure

5.1 Anti-harassment Procedure

5.1.1 Residents/Faculty subjected to any form of harassment or lack of mutual respect should inform the perpetrator that the conduct is considered offensive and must stop.

5.1.2 If the response of the perpetrator is unsatisfactory, the resident/faculty should report the matter to any of the following

- Program Director;
- Graduate Medical Education (GME) Administrator;
- Designated Institutional Official (DIO); or
- Department of Medical Affairs-Human Resource.

5.1.3 Upon receiving complaints of alleged harassment, the aforementioned authority should start an investigation, the result of which will be reviewed by the GMEC or the program's governing committee, depending on the extent of the alleged harassment.

5.1.4 If it is determined that harassment has occurred, corrective action will be taken. Depending upon the circumstances, this corrective action may include a reprimand, demotion, discharge or other appropriate actions.

5.1.5 If the perpetrator is a resident, procedures as detailed in NUHS-RES-03 Resident Discipline and Remediation Policy should be followed.
5.1.6 If the perpetrator is a faculty, procedures as detailed in NUHS-RES-09 NUHS Residency Faculty Remediation Policy should be followed.

5.1.7 This procedure also applies to residents/faculty who have witnessed alleged harassment or have had incidents of alleged harassment reported to them.

5.2 **Anonymous reporting of harassment**

5.2.1 Resident may choose to report any incident of harassment or discrimination anonymously through

- Feedback box located in Resident Lounge, level 3, Main Building
- Online feedback form [http://www.nuhs.edu.sg/nuhsresidency/contact-us.html](http://www.nuhs.edu.sg/nuhsresidency/contact-us.html)

5.2.2 Faculty may choose to report any incident of harassment or discrimination anonymously through

- Online feedback form [http://www.nuhs.edu.sg/nuhsresidency/contact-us.html](http://www.nuhs.edu.sg/nuhsresidency/contact-us.html)

5.2.3 The same procedure listed in 5.1 applies to alleged harassment reported through the above anonymous channels.

6.0 **Forms**

Nil

7.0 **References**

- NUHS-RES-03 Resident Discipline and Remediation Policy
- NUHS-RES-09 NUHS Residency Faculty Remediation Policy
- NUHS-RES-15 NUHS Residency Resident with Impairments Policy