



## Discrimination and Equity Reporting Tip Sheet

*HSHS is committed to maintaining a work environment that is free of harassment or discrimination. Harassment may consist of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability, sexual orientation, military status, unfavorable discharge from military service, gender identity or any other criteria protected by law. All colleagues that believe they have encountered discrimination in the workplace are encouraged to enter an IRIS event under the “HSHS Events”, “HSHS Colleague Incident/Injury” “or “HSHS Complaint/Compliment” form.*

Option 1:

Select HSHS Events – Please utilize this for events experienced by patients/visitors/etc.

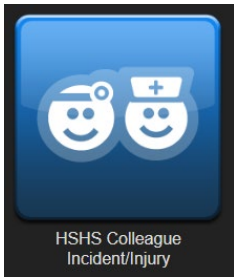


If you select HSHS Events, then select Safety/Security as the General Event Type. You may choose “Abusive Behavior” and select the type of abusive behavior encountered. Discriminatory Comments is available for discrimination reporting.

A screenshot of a web form titled "Event Form". Under the heading "General information about the event", there are three dropdown menus. The first is labeled "General Event Type" and has "Safety/Security" selected. The second is labeled "Specific Event Type" and has "Abusive Behavior" selected. The third is labeled "Type of Abusive Behavior" and has "Discriminatory Comments" selected. There is a small "Add/Edit" link below the third dropdown.

### Option 2:

Select HSHS Colleague Incident/Injury – Please utilize this for events experienced by colleagues/providers.



After selecting HSHS Colleague Incident/Injury, you will choose "Assault/Harassment". Then, you can choose Discriminatory Harassment.

**Colleague Event**

General information about the colleague event

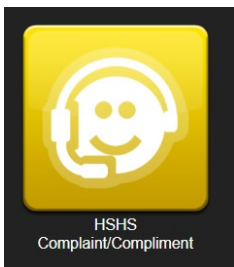
Type of Person Affected \* Colleague

Specific Event Type \* Assault/Harassment

Colleague Event Subtype \* Discriminatory Harassment

### Option 3:

Alternatively, you may enter an HSHS Complaint.



If you chose to enter a HSHS Complaint/Compliment, chose the Initial Classification of "Complaint".

**Feedback Details**

Entered By \* Your Name

Entered By Type \* Colleague

Initial Classification \* Complaint

Then under the Feedback Category, click "Add/Edit". You may select any categories that are applicable to the situation.

Feedback Categories

Not Specified  
[Add/Edit](#)

Category ?

- ▶ Access
- ▶ Accommodation
- ▼ Behavior or Respect Issue(s)
  - Abusive or Aggressive
  - Disrespectful or Insensitive
  - Harassment or Discrimination
- ▶ Billing Issue(s)
- ▶ Clinical Care Issue(s)
- ▶ Communication
- ▶ Confidentiality, HIPAA or Medical Records

Cancel

***Thank you for your commitment to a Culture of Safety!***