

SEXUAL HARASSMENT POLICY

Updated

06/11/12

It is the policy of [REDACTED] Volunteer Ambulance Corps to prohibit harassment of its members and employees in the workplace.

Harassment on the basis of sex is a violation of Sec. 703 of Title VII of the Equal Employment Opportunity Commission Regulations. Unwelcome sexual advances, request 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 an individual's membership or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for membership or employment decisions affecting such individual; or (3) such condition has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

[REDACTED] will not condone any sexual harassment of its members or employees. All Officers, Members, and employees, will be subject to severe discipline, including termination, for engaging in behavior determined to constitute sexual harassment.

A member or employee, who feels victimized by sexual harassment should report the alleged harassment to the President or Vice President (Chief/Assistant Chief) immediately. No member or employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

POLICY:

1. Purpose: To provide [REDACTED] members and employees with a work environment free of harassment, thus encouraging efficient, productive and creative work.
2. Scope: All members and employees. Probationary members, Support Personnel, and members of any other ancillary organization including seasonal and intern members are also covered by this policy.
3. Policy Definitions:
 - A. Member/employee conduct: [REDACTED] will not tolerate verbal or physical conduct by any member or employee which harasses, disrupts, or interferes with another member's or employee's work performance or which creates an intimidating, offensive, or hostile environment.

- B. Basis of harassment: While all forms of harassment are prohibited, it is [REDACTED] policy to emphasize that harassment on the basis of sex, race, religion, age, national origin, or other illegal or immoral basis is specifically prohibited. Each Officer or crew chief has the responsibility to maintain a workplace free of any form of harassment. No officer or crew chief shall threaten or imply, either explicitly or implicitly, that a member or employee's refusal to submit to such harassment will impact assigned duties, shifts, or other conditions of membership or employment.
- C. Other types of harassment: Other harassing conduct in the workplace, whether committed by officers, crew chiefs, other members or employee's is prohibited.
- D. Such conduct includes:
 - 1) Sexual innuendo, jokes, touching, advances, or propositions
 - 2) Racial or religious slurs
 - 3) Ethnic or age jokes
 - 4) Excessive use of profanity and/or use of profanity within the hearing of minors or visitors

4. PROCEDURE

A. Reporting of Harassment

- 1) Any member or employee who believes that the actions or words of an Officer, Board Member, Crew Chief, or fellow member/employee constitutes harassment, has a responsibility to report or complain as soon as possible to the President or Vice President.
- 2) Once an Officer, Board Member, or Crew Chief is aware of any harassing behavior, [REDACTED] can be held liable if management is aware of such harassment and no action is taken. EEOC guidelines hold a company responsible for the acts of its agents and supervisory personnel with respect to harassment. The Officer, Crew Chief, or Board member can be held personally liable for any proven charge of harassment.

B. Investigation of harassment charges

All complaints of harassment must be investigated within ten (10) days in a confidential manner by the President and/or Vice President. The President or Vice President must provide a written report of findings to the Officers of the Board of Directors. If any member or employee is not satisfied with the handling of a complaint or the action taken by the President or Vice President, then he/she should bring the complaint to the attention of the Officers of the Board of Directors. In all cases, the member or employee is to be advised of the findings of the President, Vice President, or Board of Directors.

C. Disciplinary Action

Any member or employee, Officer, Crew Chief, or Board of Director who is found after appropriate investigation to have engaged in harassment of another member or employee will be subject to appropriate disciplinary action, depending upon the circumstance, up to and including termination. No member or employee will be subject to any form of retaliation or discipline for pursuing any harassment complaint.