

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #:202.2.1.14

SUBJECT: HARASSMENT

CAAS STANDARD: 202.2

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

PURPOSE:

The Purpose of this policy is to provide all employees with a positive working environment free of sexual or other harassment

POLICY:

Jordan Valley EMS Authority does not tolerate harassment in the workplace or during any Authority-related activity. The Authority provides internal procedures for victims of harassment to report harassment and disciplinary penalties for those who commit harassment. No person, employee, or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to commit or allow harassment of any type.

PROCEDURE:

A. Definitions

1. Sexual harassment includes actions that are verbal, written, or physical. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, or obtain a promotion or additional compensation.
2. General Harassment includes any actions written, verbal or physical such as persistent teasing, bullying, stalking, coercion, and intimidation that creates a hostile work environment or interferes with an individual's work performance. These include, but are not limited to, actions against a person based on sex, race, ethnicity, religion, social status, medical conditions or disabilities.

B. Examples of sexual harassment

These are examples of sexual harassment. This list is not all inclusive.

1. Direct or implied threats that submission to sexual advances will be a condition of employment or continued service with the Authority.
2. Direct or implied offers of promotion, gratuities, or other compensation that is business related or non-business related, in exchange for sexual favors.
3. Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
4. Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statements, e-mail or voicemail messages, leering or stalking;
5. Intentional, malicious or unwelcome physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and / or pulling against another's body or clothes.
6. Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempt to commit such acts.
7. Conduct that unreasonably creates and intimidating, hostile, or offensive

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #:202.2.1.14

SUBJECT: HARASSMENT

CAAS STANDARD: 202.2

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

C. Examples of General Harassment

Include but are not limited to:

1. Rumors or gossip
2. Slander or libel
3. Derogatory verbal or written comments
4. Slurs or epithets
5. Derogatory drawings, photographs, or cartoons
6. Derogatory gestures
7. Coercion
8. Retaliation

D. Reporting Procedure

1. Employees should report suspect behavior to the EMS Director.
2. If their immediate supervisor is the offender then the report should be made to the person in charge of the immediate supervisor.
3. The report should be made in writing whenever possible.

E. Non Confrontations

1. An employee is not required to confront the offender if they do not feel safe or confident in doing so.
2. An employee should make every attempt to make the offender aware of their actions to ensure that the offender is aware that their actions are not tolerated or acceptable.

F. False accusation

1. Employees found to be making false accusations are considered to be offenders of this policy and are subject to disciplinary actions.
2. Any employee, being a complainant, alleged offender, or witness, found to be making false accusations, misleading statements or otherwise not cooperating with an investigation of alleged harassment will be subject to disciplinary action.

G. Non-retaliation

1. Employees making claims of harassment will be protected from retaliation from the alleged offender or management.
2. Employees making false counter accusations as a form of retaliation will be subject to disciplinary actions.

H. Unintentional Harassment

1. Even conduct that is perceived to be innocent may be considered harassment if it falls within the scope of this policy.
2. As soon as an employee makes it know that he/she is offended by specific behavior, it is the responsibility of the employee(s) participating in said behavior to cease immediately.
3. Harassment is defined by the recipient(s), not those participating in the offensive activities. What one person or group finds socially acceptable may differ greatly from what another person or group defines as such.
4. Acting respectfully towards others will likely avoid any problems.

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #:202.2.1.14

SUBJECT: HARASSMENT

CAAS STANDARD: 202.2

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

I. Investigations

1. Jordan Valley EMS will investigate every complaint to the fullest extent possible.
2. Investigations will be performed as expeditiously as possible.
3. Investigation materials and the findings of said investigations will remain confidential unless disclosure is otherwise compelled by law.
4. Jordan Valley EMS reserves the right to employ a third party to help preserve impartiality in any investigations.

J. Disciplinary actions

1. Jordan Valley EMS will deal with each founded complaint in accordance with the Authority disciplinary process.
2. Some offenses may be more egregious than others. All circumstances will be carefully weighed.
3. It is impossible for this policy to encompass all possible situations or circumstances.
4. All Employees involved in sexual harassment, general harassment or retaliation will be disciplined up to and including termination.

POLICY HISTORY:

Implemented February 1, 2015

Reviewed