

WORKPLACE HARASSMENT PREVENTION BY THE EXECUTIVE DIRECTOR

Harmony Event Medicine prohibits harassment or discrimination of its volunteers, including but not limited to harassment on the basis of: race, color, religion, gender, national origin, age, disability or any other State, Federal or local provisions. Such conduct, or condoning such conduct, may result in disciplinary action up to and including dismissal from the organization.

Specifically, no supervisor or volunteer should threaten or suggest, either explicitly or implicitly, that a volunteers refusal to submit to sexual advances will adversely affect the volunteer with regard to such conditions such as shift scheduling, dismissal, promotion, or any significant change in standing within the organization, or that a volunteers acceptance of sexual advances will positively affect the volunteer with respect to such conditions. Any such conduct shall be reported immediately to any one of the following: a Shift Supervisor, the Executive Director, the President of the Board, or through the email address on the HEM website.

Unwelcome verbal or physical conduct that can be construed as harassing, whether committed by supervisors or non-supervisory personnel, is also prohibited. It is important to remember that any unwelcome verbal or physical conduct may be viewed as harassment if such conduct has the purpose or effect of unreasonably interfering with an individuals job performance or creating an intimidating, hostile or offensive work environment. This may include: verbal abuse, commenting about an individuals body in a sexually offensive manner, degrading words to describe an individual, sexually suggestive anecdotes, jokes or remarks or the displaying of offensive objects or pictures. It is important to remember that inappropriate or offensive remarks may be the reason for counseling and/or discipline whether or not they are actually harassing.

It is everyone's responsibility to maintain a discrimination-free and harassment-free atmosphere. This includes freedom from harassment not only by fellow volunteers, but by other persons HEM volunteers encounter in the course of their volunteerism, provided that the organization is made aware of such harassment. Volunteers who have such a complaint or concern about possible harassment in connection with such incidents they have experienced or of which they are aware are required to report such complaint or concern immediately. HEM is prepared to receive complaints about behavior that is perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment. Volunteers should report concerns to the same persons listed above.

Reports will be investigated and, where appropriate, prompt corrective action will be taken. Retaliation against a volunteer because of a report, or because a volunteer has participated in an investigation, is prohibited and will not be tolerated. Any suspected retaliation also must be reported immediately. Complaints of retaliation will be investigated and, where appropriate, may lead to disciplinary action up to and including dismissal from the group.

This policy applies to any form of harassment.