

## WORKPLACE CONDUCT GUIDELINES POLICY:

This policy prohibits any unwelcome conduct that is based on protected categories including an individual's race, color, religion, gender, national origin, age, disability or any other Federal, State and local protections. HEM is committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. HEM will not tolerate any form of harassment that violates this policy.

This policy is applicable to all HEM volunteers, and its clients, vendors, suppliers and contractors.

### RESPONSIBLE OFFICE:

Executive Director

### PROCEDURE:

#### Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment action and any unwelcome conduct that affects someone because of an individual's protected status. The types of unwelcome conduct include, but are not limited to, epithets, slurs, negative stereotyping, intimidating acts and the circulation or posting of written or graphic materials.

Sexual Harassment - There are two types of sexual harassment that are specifically prohibited:

A. Sexual Demands - This type of sexual harassment involves threats by a supervisor/manager that some adverse action (e.g., termination, demotion, withholding of a favorable review) will be taken against a volunteer unless the volunteer agrees to the supervisor/manager's sexual demands.

B. Hostile Work Environment- This type of sexual harassment involves verbal, physical or written conduct that creates an intimidating, intolerable, offensive or hostile working environment. This includes, but is not limited to:

1. Offensive sex-oriented verbal kidding, teasing or jokes;
2. Repeated unwanted sexual flirtations, advances or propositions;
3. Continued or repeated verbal abuse of a sexual nature;
4. Graphic or degrading comments about an individual's appearance or sexual activity;

5. Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters;
6. Unwelcome pressure for sexual activity;
7. Offensively suggestive or obscene letters, notes or invitations;
8. Offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

## II. VOLUNTEER RESPONSIBILITY

HEM volunteers are expected to not engage in or tolerate any behavior or conduct that could reasonably be interpreted as harassment. All volunteers regardless of position are subject to the requirements of maintaining a harassment free work environment.

## III. REPORTING PROCEDURES

Any incidents of alleged harassment must 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.

The supervisor/manager receiving the complaint must notify Board of Directors through the BOD Yahoo!Group.

## IV. HEM RESPONSE AND DISCIPLINARY ACTION

All reports of conduct inconsistent with this policy will be investigated promptly in a timely and confidential manner.

A. HEM may put reasonable temporary measures in place, such as a suspension or a transfer to effectively investigate the matter. HEM will take prompt effective action once the report has been thoroughly investigated.

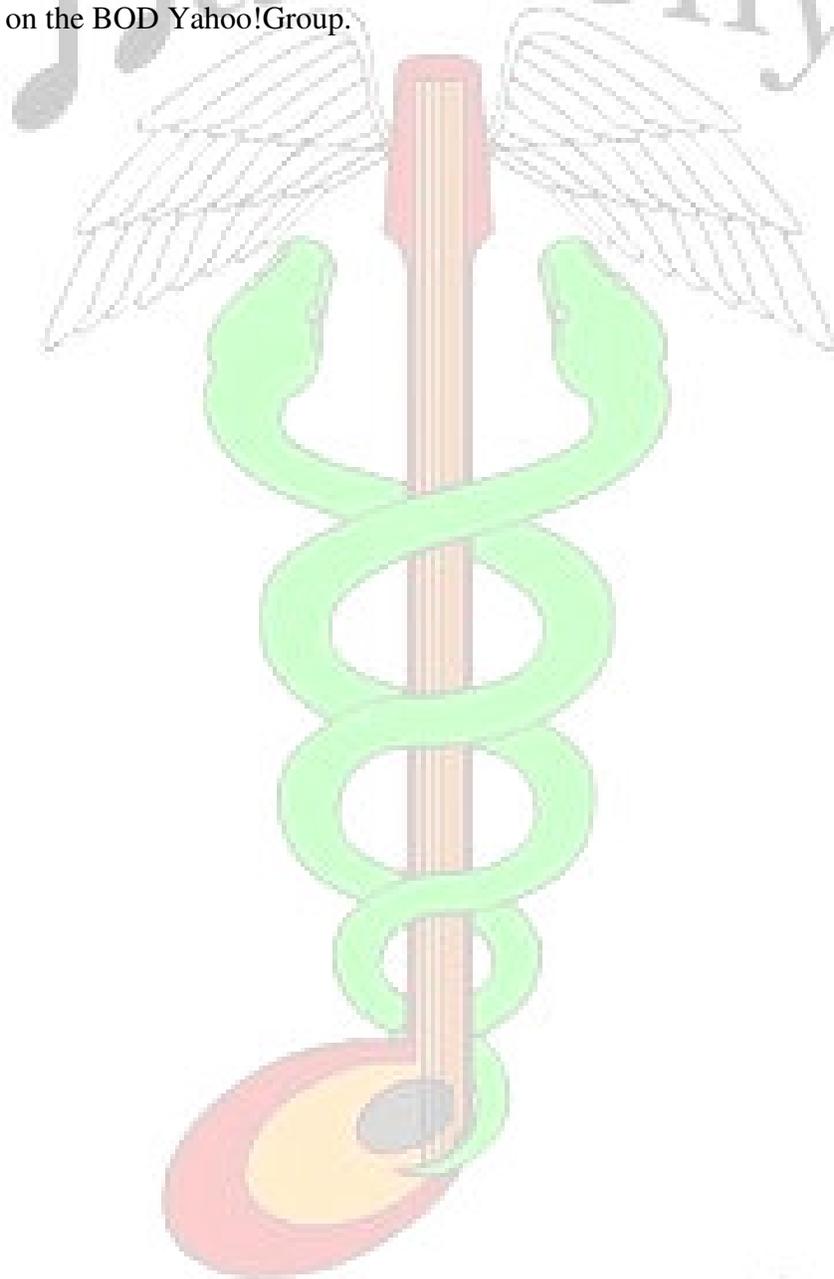
If the volunteer is placed on suspension while the investigation is conducted, the Executive Director must record the suspension details.

If the investigation does not result in any further disciplinary action, the volunteer will return to work. The Executive Director must update the BOD with the actual return-to-work date that then updates the volunteers status to active.

For a volunteer returning from suspension, if no violation was found during the investigation, the volunteer must be taken out for obligatory beers.

B. If an investigation reveals a violation of this policy or other inappropriate conduct occurred, the organization will take corrective disciplinary action up to and including termination, as appropriate under the circumstances.

The Executive Director records the disciplinary action taken on the BOD Yahoo!Group. If the disciplinary action is termination, the E.D. must also record the involuntary termination on the BOD Yahoo!Group.



Event Medicine