

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Administration- Anti-Discrimination</i>	<b>SOG #100-019</b>
	<b>Approved:</b> Chief Christopher J. Reynolds	<b>Initiated:</b> September 2023  <b>Revised:</b> N/A

**Description:** Lower Providence Emergency Medical Services (LPEMS) is committed to an environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Lower Providence Emergency Medical Service expects that all relationships among persons during operations and organization sponsored event be business-like and free of explicit bias, prejudice, and harassment.

**Purpose:** Lower Providence Emergency Medical Service has developed this document to ensure that all its members can work in an environment free from unlawful harassment, discrimination, and retaliation. LPEMS will make every reasonable effort to ensure that all concerned are familiar with this guideline and are aware that any complaint will be investigated and resolved appropriately.

Any member who has questions or concerns about these policies should talk with the Chief of Operations.

This guideline should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in operational, administrative, or social activities or discussions. Therefore, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Lower Providence Emergency Medical Service prohibit disparate treatment based on sex or any other protected characteristic, regarding terms, conditions, privileges, and perquisites of membership. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### **Equal Opportunity**

It is the policy of Lower Providence Emergency Medical Service to ensure equal membership opportunity without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. LPEMS prohibits any such discrimination or harassment.

### **Retaliation**

Lower Providence Emergency Medical Service encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of LPEMS to investigate such reports promptly and thoroughly. LPEMS prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **Sexual Harassment**

This section is intended as a supplement to the Member Handbook and where procedure is most stringent that process and definition shall be utilized.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment:

- a) quid pro quo and
- b) hostile work environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

## **Harassment**

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends, or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- b) has the purpose or effect of unreasonably interfering with an individual’s work performance.
- c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer’s premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## **Individuals and Conduct Covered**

These policies apply to all applicants and members, whether related to conduct engaged in by fellow members or by someone not directly connected to Lower Providence Emergency Medical Service (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable in the organization and in any sanctioned event settings outside the organization, such as during business trips, business meetings and business-related social events.

**Procedure:** The following details the reporting and complaint process in the event of discrimination or harassment. This guidance is intended to supplement the procedure already laid out in the Member Handbook.

**Reporting an Incident of Harassment, Discrimination or Retaliation**

Lower Providence Emergency Medical Service encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with your immediate supervisor, Chief, Executive Director, or any member of the Board of Directors whom you feel comfortable bringing a complaint to.

In addition, Lower Providence Emergency Medical Service encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his/her/their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Lower Providence Emergency Medical Service recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

**Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Chief, Executive Director, or any member of the Board of Directors whom you feel comfortable bringing a complaint to.

Lower Providence Emergency Medical Service encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or who may have other relevant knowledge.

Lower Providence Emergency Medical Service will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action as determined by the disciplinary process .

If a party to a complaint does not agree with its resolution, that party may appeal through the grievance process outlined in SOG 100-017.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.