

## Harmony Event Medicine – Code of Conduct

Harmony Event Medicine prohibits harassment or discrimination of its volunteers, including, but not limited to, harassment on the basis of race, ethnicity, 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 volunteer's 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 volunteer's 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 harassment, 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 individual's job performance or creating an intimidating, hostile or offensive work environment. This may include verbal abuse, commenting about an individual's 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 volunteering, 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.

**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.

C. II. VOLUNTEER RESPONSIBILITY

D. 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.

E. 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.

F. HEM RESPONSE AND DISCIPLINARY ACTION

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

H. 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 volunteer's status to active.

I. 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 by the BOD. If the disciplinary action is termination, the E.D. must also record the involuntary termination.