

Veterans Medical Transport, LLC Policy 100.6

Title: Anti-Harassment and Sexual Harassment Policy

Section: Personnel and Staff Development

Policy #: 100.6

Modified: February 22, 2019

1. Purpose

Veterans Medical Transport, LLC is committed to providing a workplace that is free from harassment of any kind. Harassment of any employee, including sexual harassment, is strictly prohibited and will not be tolerated. This policy outlines our zero-tolerance position on harassment and provides procedures for reporting and addressing complaints.

2. Scope

This policy applies to all employees, contractors, volunteers, interns, supervisors, managers, and any individual interacting with Veterans Medical Transport, LLC staff, whether on-site, off-site, or through electronic communications.

3. Definitions

- **Harassment** includes any unwelcome verbal, written, visual, or physical conduct that offends, humiliates, or intimidates an employee and that interferes with their job performance or creates an intimidating, hostile, or offensive work environment.
 - **Sexual Harassment** includes, but is not limited to:
 - Unwelcome sexual advances;
 - Requests for sexual favors;
 - Verbal or physical conduct of a sexual nature;
 - Display of sexually suggestive materials, jokes, comments, or gestures;
 - Any behavior that creates a hostile, offensive, or intimidating environment based on sex or gender identity.
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4. Prohibited Conduct

Veterans Medical Transport, LLC strictly prohibits:

- Any form of harassment, including racial, ethnic, religious, age-based, disability-related, or sexual harassment;
- Sexual harassment of any employee by any supervisor, manager, coworker, or third party;

- Retaliation against any employee who reports harassment in good faith or participates in an investigation.
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5. Reporting Procedure

Any employee who believes they have been subject to harassment or who witnesses harassment should immediately report the incident to any of the following:

- Their direct supervisor;
- The Director of Human Resources;
- The CEO;
- The company's designated Compliance Officer.

Reports may be made verbally or in writing and will be treated with discretion and sensitivity. Anonymous reports may be submitted using the company's Incident Reporting system.

6. Investigation

All complaints will be investigated promptly, impartially, and confidentially to the extent possible. Appropriate action will be taken based on the results of the investigation. This may include disciplinary action up to and including termination.

7. No Retaliation

Retaliation in any form against an individual who reports harassment or assists in an investigation is a serious violation of this policy and will not be tolerated. Anyone found to have engaged in retaliatory behavior will face disciplinary action, up to and including termination.

8. Enforcement

All employees are expected to comply with this policy and cooperate fully in any investigation. Violations of this policy may result in disciplinary action, including but not limited to:

- Verbal or written warnings;
- Suspension;
- Termination of employment.