

HUNTINGTON COMMUNITY FIRST AID SQUAD, INC.

ANTI-HARASSMENT/ANTI-DISCRIMINATION, ANTI-RETALIATION POLICY

Huntington Community First Aid Squad, Inc. is committed to providing a volunteer and work environment free from harassment or discrimination, where all individuals are treated with respect and dignity. To achieve this goal, we must treat each other and workers with whom we share space in a professional and respectful manner at all times. Every individual has the right to volunteer and work in an atmosphere that promotes equal opportunity and prohibits discriminatory practices of any kind, including harassment. It is important for every member and employee to understand that our Squad has zero-tolerance for harassment or discrimination based on sex, race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law.

Just as we are committed to providing a volunteer environment or workplace that is free from harassment or discrimination, we prohibit harassment or discrimination against a patient, vendor or anyone else who does business or interacts with our Squad. Like your fellow members and squad employees, members of the public should be treated politely, and should not be subjected to harassment or discrimination (such as the denial of service).

EXAMPLES OF Prohibited Behavior

Sexual Harassment - While it is difficult to define sexual harassment, it certainly includes, but is not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalling; touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including e-mail); and, other physical, verbal or visual conduct of a sexual nature. This policy also prohibits harassment not involving sexual activity or language, such as behavior aimed at an individual simply based on his or her sex.

Harassment or Discrimination Based on Any Other Protected Characteristic also is prohibited. We prohibit harassment or discrimination, both verbal and physical, that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law. We will not permit conduct that has the purpose or effect of creating an intimidating, hostile or offensive volunteer or work environment; which has the purpose or effect of unreasonably interfering with an individual's work performance, or which otherwise adversely affects an individual's employment opportunities or, if a member of the public, which adversely affects their use of our services or interaction with us.

Prohibited harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including e-mail).

These policies apply to all members and employees, regardless of position. They prohibit harassment, discrimination, and retaliation whether engaged in by fellow members or employees, by a supervisor or manager or by someone not directly connected to the Squad (e.g. an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the volunteer environment or workplace and in any volunteer or work-related setting including, but not limited to, while on calls, attending classes and other activities outside the immediate volunteer environment or workplace, such as during conventions, Squad meetings and Squad-related social events.

Retaliation is Prohibited

The Squad prohibits retaliation against any individual who reports harassment or discrimination or who participates in an investigation of such a report. 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 these policies. Retaliation, like harassment or discrimination

itself, will result in disciplinary action, up to and including termination of membership or employment.

Reporting an Incident of Harassment, Discrimination or Retaliation

The Squad strongly urges that all incidents of harassment, discrimination or retaliation, regardless of the offender's identity or position be reported immediately. Individuals who believe they have experienced conduct that they believe may violate this policy or who have concerns about any conduct, should file their complaints with their immediate supervisor or with the Chief before the conduct becomes severe or pervasive.

Individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Chief. Individuals who are uncomfortable, for any reason, about bringing a claim to their supervisor or the Chief may contact the Squad President. Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three (3) business days, or who requires immediate assistance should contact the attorneys for the Squad, **Glynn and Mercep, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remedy the behavior. ***If you make an Harassment or Discrimination claim against a fellow member of the Squad, the Squad or its Officers and you have not followed these procedures and have not given notice to the Squad's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.***

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to these policies have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, we strongly urge that prompt reporting of complaints or concerns so that rapid and constructive action can be taken, The Squad will make every effort to stop alleged harassment or discrimination before it becomes severe or pervasive. We can only do so with the cooperation of our members and employees (or anyone else who wishes to make a complaint).

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminating conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

The Investigation

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

Confidentiality will be maintained throughout the investigation to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct involving harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, corrective counseling and/or training; referral to counseling; monitoring of the offender's interactions with complainant or others; and/or disciplinary action as the Squad believes appropriate under the circumstances up to and including termination of membership and/or employment..