



CHARLOTTESVILLE-ALBEMARLE  
RESCUE SQUAD

**STANDARD OPERATING GUIDELINE**

TOPIC: Diversity, Non-Discrimination, and Non-Harassment	S.O.G. # 1.19
Approved by: Alex Belgard, Chief	Created: 09/11/2016 Approved: 11/10/2016

**I. Purpose**

To ensure a respectful and safe environment for CARS members, patients, and others, this policy provides additional guidance regarding specific types of behavior addressed in SOG 1.8, “Squad Member Responsibilities”.

CARS has a diverse group of volunteers, serves a diverse community, and places a high value on treating all people with dignity and respect. Differences in the life experiences and backgrounds of our members provide perspectives that improve decision-making and help drive our success.

**II. Non-Discrimination and Non-Harassment**

- A. It is CARS policy to provide all members, applicants, students, and personnel from other agencies a work environment free of unlawful discrimination or harassment.
- B. CARS expressly prohibits any form of discrimination or harassment based on race, color, religion, sex, national origin, marital and/or familial status, sexual orientation, gender identification and/or expression, age, handicap or disability, genetic information, status as a Vietnam era or special disabled veteran, or an individual’s status in any class protected by applicable federal, state, or local law. These types of discrimination or harassment will not be tolerated and may result in immediate termination.
- C. To preserve the high level of trust that the public places upon CARS, all members must behave in a manner that shows respect for others at all times. Engaging in or promoting discriminatory or harassing conduct, regardless if on or off duty, will not be tolerated.
- D. Should you have any questions regarding this policy, your conduct, or the conduct of others related to this policy, please contact your crew captain or any line officer.
- E. All reports or allegations of discrimination or harassment as referenced above will be thoroughly investigated. Upon completion of the investigation, CARS will take prompt remedial action to address the conduct if it is determined that a policy violation has occurred.
- F. CARS expressly prohibits any form of retaliatory action against any member for filing a good faith complaint under this policy or for assisting in a complaint investigation.

**III. Sexual Harassment Policy**

- A. Federal law defines two categories of sexual harassment, both of which are prohibited by CARS
  - a. Quid Pro Quo (This for That) Harassment
    - i. when submission to or rejection of sexual advances is used as a basis for decisions including but not limited to performance evaluation, membership status, and/or promotions.
  - b. Hostile Environment Harassment
    - i. Physical, verbal, or visual conduct of a sexual or otherwise offensive nature that has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.



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- B. This policy prohibits behavior that any other member does not welcome and finds personally offensive. Examples of prohibited behavior include:
  - a. repeated sexual flirtations, advances, or propositions
  - b. continued or repeated verbal, written, or visual abuse of a sexual nature
  - c. sexually related comments, jokes, or graphics
  - d. degrading comments about an individual's appearance
  - e. the display of sexually suggestive objects or pictures, including any that may be obtained through the Internet or computer software programs
  - f. any uninvited physical contact or touching.
- C. The policy does not prohibit occasional compliments of a socially acceptable nature or welcome social relationships. However, to the extent that it forbids certain types of unacceptable conduct, the policy applies equally to interactions involving members of the same sex and interactions involving members of the opposite sex.
- D. It is the obligation of every member to be a proponent of our sexual harassment policy and to not commit sexually harassing behavior. It is also the obligation of every member who is a sexual harassment victim or witness, or a recipient of a sexual harassment complaint, to report this immediately by submitting a Special Incident Report.
- E. Any member who feels he or she is a sexual harassment victim or witness should promptly report the matter by submitting a Special Incident Report. The complaint will be thoroughly, promptly, and impartially investigated. Confidentiality and privacy of all individuals should be respected to the fullest extent possible by all parties involved during any investigation. A member who does not feel comfortable submitting a complaint via Special Incident Report or who feels that the investigation has not satisfactorily resolved the situation should take the complaint to his or her deputy chief, or to either the Chief or President.