

POLICY NO. 302

SUBJECT: Anti-Harassment Policy

Policy:

Harassment and discrimination can take many forms, including racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, physical ability or physical or verbal threats or sexual harassment. None of these or any other forms of harassment or discrimination is acceptable in the workplace. All allegations of harassment or discrimination will be fully investigated. Employees found to have engaged in this behavior and supervisors or managers who tolerate it are subject to disciplinary action, up to and including termination.

Patriot Ambulance Service believes that each employee has the right to be free from harassment because of age, color, creed, height, weight, marital status, national origin, sex or disability unrelated to the essential functions of the employee's job. Sexual harassment is defined as the following:

- * Unwelcome physical contact
- * Sexually explicit language or gestures
- * Uninvited or unwanted sexual advances
- * An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

Sexual harassment can come from superiors, fellow employees, or customers. Men as well as women can be victims of sexual harassment. This company cannot stress enough that it will not tolerate any form of sexual harassment.

Therefore, it is the policy of America's Back Office and Patriot Ambulance Service that sexual harassment, or other forms of harassment, is prohibited.

Procedure:

Employees, who believe that they or another employee have been subjected to sexual harassment, or other forms of harassment, are requested to contact their Manager or Patriot Ambulance Service President. Should you wish to bypass those individuals, please call America's Back Office at 1-586-580- 0707 and ask to speak with the Director of Human Services.

The Company recognizes that the question of whether or not a particular action or incident constitutes sexual harassment, or other form of harassment, affecting the employment of an individual requires a determination based on all the facts in the matter.

It is recognized, therefore, that false accusations can have serious consequences for innocent women and men. The Company will evaluate its response to an allegation of sexual harassment based on the facts it gathers during its investigation of the complaint. All employees of Patriot Ambulance Service are expected to continue to act responsibly to maintain a pleasant working environment free of sexual harassment or other form of harassment. Employees who violate this policy are subject to discipline, up to and including termination.