

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** Prohibited Conduct/Sexual Harassment  
**Policy:** 433.00  
**Purpose:** To maintain a safe and professional work environment and provide procedures when a situation regarding prohibited conduct or sexual harassment occurs.

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**Policy:**

It is essential that employees be allowed to perform their duties in a non-discriminatory and non-threatening work environment. Specific forms of prohibited conduct and sexual harassment are outlined in the Human Resources Policy Manual. Any form of prohibited conduct or sexual harassment from or towards an OCEMS employee will not be tolerated. Such actions will result in disciplinary action and/or termination of employment.

All employees have a duty to report any incidents of prohibited conduct or sexual harassment regarding an OCEMS employee. This also applies to employees of outside agencies as well. Any instance of the above is to be immediately reported to the Shift Supervisor or any other member of management. Failure to do so may result in the employee receiving disciplinary action for failure to report such an incident involving employees in the workplace.

Any questions regarding prohibited behavior or sexual harassment should be referred to the Human Resources Department.

**Accountability and Compliance:**

1. It is the responsibility of all employees to ensure that any situation involving prohibited conduct and/or sexual harassment is avoided at all times, or if encountered, is reported to management.

Policy #: 433.00  
CAAS: xxx  
Author: Welborn  
Reviewed: Leadership  
Approved: Leadership  
Status: Active  
Effective Date: 07/28/16  
Revision Date: 07/28/16