

SAFE-T EMS & Safety Training LLC Emergency Medical Technician Program Instructor Handbook

SAFE-T EMS & Safety Training LLC, reserves the right to make any revisions, deletions, or additions to the policies or procedures which, in the opinion of the SAFE-T EMS & Safety Training LLC Administration, serve in the best interest of the program and its students. If changes from these policies and procedures are necessary, instructors will be notified by email and/or placed on our website.

The emergency medical technician instructor is subject to the regulations in this handbook as well as the rules and regulations handed out when hired.

Program Mission, Vision, Philosophy and Goals	3
Instructor Responsibilities	4
Faculty/Instructor Development	4
Roles of the Staff	5-7
CPR Cards	8
Instructor Breaks	8
Tobacco and Vape Use	8
Parking	8
Health and Safety	9
Instructor to Student Ratios	9
Attendance	10
Cancellation of Class	10
ADA	11
At Will Employment	12
Accidents and Unusual Incidents	12
Conduct	12
Probation	13
Termination	13
Vandalism	14
Instructor Dress Code and Personal Hygiene	14
Instructor and Course Quality Assurance Evaluation	15-16
Discipline Process	16-17
Grievance Process	18
SAFET Incident/Grievance Form	19
Social Media Policy and Communication Policy	20
Telephone Calls	20
Sexual Misconduct	21
Harassment Policy	22-23
Workers Compensation Policy	23

This Instructor Staff Handbook has been prepared by Safe-T EMS & Safety Training LLC("SAFET") and it summarizes our employment policies and procedures for current and prospective employees. We value greatly our relationship with our contracted employees and consistently strive to create and maintain a positive working environment.

Program Mission Statement:

The mission of our Emergency Medical Technician ("EMT") Program is to provide higher education that is informative, intense and keeps the future EMS professional involved. We strive to provide a quality education environment for our EMT students. We will prepare students to be proficient in knowledge, skills and the way they treat their patients, bystanders and co-workers.

Program Vision Statement:

The vision of the Emergency Medical Technician Program is to be the program of choice in graduating competent entry-level Emergency Medical Technicians to meet the personnel needs of the Emergency Medical Services in and around Monmouth County, New Jersey.

Program Philosophy:

Education impacts learning and the development of individuals by improving verbal skills, quantitative skills, and the ability to use higher-level thinking, decision-making skills, intellectual flexibility, reflective judgment, and communications. Education also impacts attitudes and values by developing a more positive self-image, encouraging autonomy and independence, increasing the ability to deal with change and ambiguity, developing a structure for principled reasoning and moral judgment, and improving career mobility.

Program Goal:

The goal of the Emergency Medical Technician program is to prepare competent entry-level emergency medical technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Employment:

All instructors and instructor aides are at will employees.

Instructors will be required to sign and submit an instructor contract. The instructor contract is in conjunction with the instructor handbook.

Instructor Responsibilities:

All faculty will collaborate with the Lead Instructor, Program Coordinator and Program Director and adhere to set procedures to facilitate the conduct of classes by our program.

- All instructional personnel must have appropriate current certifications on file with SAFET. Our office will monitor all certification expiration dates. However, it is a faculty member's responsibility to monitor and maintain all required certifications.
- The instructional staff is responsible for setup of the classroom each day. Items frequently needed to conduct a class include a laptop computer, a projector, jump drive, skills station equipment and manikins. The faculty member must check the station prior to student arrival.
- The instructional staff is responsible to arrive at the classroom or skills station at least 30 minutes in advance to set up all necessary equipment in order for the education program to be started at the specified time.
- The lead instructor is responsible to assure that all skill sheets and sign-in/out rosters are complete and accurate. All documents will then be placed in the locked filing cabinet at the end of the night. Upon course completion the files will be transferred by the Program Coordinator or Program Director to the Corporate Office located at 34 Berkley Court, Morganville, NJ 07751 for storage.
- The instructional staff is responsible for completing all skills sheets in their entirety. Skills sheets must be carefully documented to reflect all deficiencies. The skill sheets should be documented in such a way that a third party should be able to read the skill sheet and remediate the student. Critical failures of any nature should be documented in detail.

Faculty/Instructor Development:

SAFET will conduct at least one annual training for all staff members. Area paramedics, medical director, other healthcare professional or equipment manufacturer specialist will conduct this update. The purpose of this update will be to enhance instructor knowledge and improve student outcomes.

Role of the Staff:

Program Director

The Program Director provides oversight to assure that the program content and instructional program complies with the standards and guidelines set forth in the program curriculum and N.J.A.C. 8:40A. The Program Director provides oversight to assure the quality of the educational and instructional experience and to assure that the program is operated in compliance with N.J.A.C. 8:40A. The Program Director serves as the primary contact person with the Department of Health and assumes the primary role in quality assurance.

Program Coordinator

The Program Coordinator provides oversight to assure that the program content and instructional program complies with the standards and guidelines set forth in the program curriculum and N.J.A.C. 8:40A. The Program Coordinator schedules programs in accordance with the guidelines established by the program curriculum, schedules instructional staff and ensuring that lecturers possess the appropriate skills and knowledge required for presenting specific sessions as outlined in the program outline. The Program Coordinator prepares, maintains and inventories all teaching materials and instructional aides. The Program Coordinator will critique and evaluate the administration and results of all written and practical skills evaluations (in cooperation with the program director). The Program Coordinator and Director will maintain all program evaluations, instructor records, files and program examination results.

The Program Coordinator will serve as instructor/faculty liaison. The Program Coordinator and Director maintain responsibility for quality assurance; and are required to attend all EMT program coordinator meetings or training sessions as required by the Department of Health. If they are unable to attend, a representative will be designated to attend. The program coordinator will not serve as the program director.

Lead EMT Instructor

The Lead EMT Instructor will monitor class sessions to assure program continuity and ensuring that each instructor has the cognitive, affective and psychomotor skills necessary to function as an EMT in the absence of the program coordinator.

EMT Instructor

The EMT Instructor will assist the Lead EMT-Instructor in the demonstration and practice designed to develop and evaluate instructor skill competencies and assist Lead EMT-Instructor in conducting the program sessions.

EMT Instructor Aide

SAFE-T will maintain a roster of EMT Instructor Aides to serve an apprenticeship, provide appropriate instruction under the supervision of a Department of Health and Senior Services, Office of Emergency Medical Services approved EMT- instructor, attend and participate in all aspects of EMT training, and assist in maintaining continuity for the training program.

As of July 1, 2018, all new instructional aides interested in a position with SAFET, will need to successfully pass a written exam covering multiple topics from the EMT curriculum with a score of at least 80%. In addition, the candidate will need to successfully pass 3 random NREMT skill stations. The skill station evaluations will be conducted by an EMT instructor and may be videotaped.

Medical Director:

The active involvement of the Medical Director is vital to the development and maintenance of a quality educational experience. Safe-T EMS & Safety Training LLC will maintain a continuous agreement with Dr. Stephen Vetrano, D.O. to be the medical director for all education conducted by the company.

The Medical Director will be responsible for:

- Serving as a program medical advisor regarding the program content, procedures and protocols;
- Consulting and/or advising the instructional staff in the preparation and presentation of the program;
- Assisting in recruiting physicians to present materials in class, settling questions of medical protocol and acting as a liaison between the program and the medical community;
- Serving as a resource to review the quality of care rendered by the EMT during the clinical and field experiences of the EMT training program; and
- Assisting in the review of all written and/or practical skills examinations developed by the program staff as needed.
- The program medical advisor will be available for consultation, as needed.

CPR CARDS:

As per the State of New Jersey Office of Emergency Medical Services, CPR cards will be accepted from the following providers prior to or at the start of class:

- American Heart Association – BLS Provider
- American Red Cross – Professional Rescuer or Lifeguarding/First Aid/CPR/AED
- American Safety & Health Institute – Professional Rescuer (BLS Provider)
- AAOS/ACEP Emergency Care & Safety Institute – Healthcare Provider
- National Safety Council – Basic Life Support: Healthcare & Professional Rescuers
- Military Training Network – Professional Rescuer
- EMS Safety – BLS for Healthcare Providers Professional
- American Aquatics and Safety Training – CPR/AED

Copies will be maintained either electronically and/or by hard copy

Instructor Breaks:

A break area for food and beverage will be provided. Instructors determine break times, unless otherwise advised by the coordinator.

Tobacco & Vape Products:

SAFET and most of its affiliates endorse a tobacco-free and/or vape-free environment. All tobacco and vape products are prohibited at all SAFET course sites.

Parking:

All instructors should park in the parking lot designated for visitors.

Health and Safety:

The EMT program is concerned about the general health, safety, and welfare of all instructors, employees and visitors. For this reason, several specific procedures have been developed to promote a safe learning environment for all:

- Instructors will not engage in any substance abuse behavior.
- Instructors are expected to ensure good physical and mental health sufficient to perform the duties of an EMT Instructor or Aide.
- Any Instructor who has any significant change in his/her health that may effect or be effected by his/her EMT teaching will be required to obtain a physician's release. The release must specify the conditions that the Instructor/Instructor Aide is able to return to the classroom and clinical activities. Examples of significant changes in health status include: infectious diseases, and significant physical injury or illness.
- This course site and its affiliates sites have no responsibility for providing health care services in the event of illness or injury. Instructors are required to carry health insurance. The course site does maintain Workman's Compensation Insurance in the event of an injury.

Instructor to Student Ratios:

In accordance with N.J.A.C. 8:40A all instructor to instructor ratios for practical sessions will be comprised of a 1:6 instructor student ratio or a 1:10 for instructor and instructor aide to student ratio.

Attendance:

Instructors will be required to submit their availability prior to the start of the course. Instructors are expected to work their scheduled commitments starting and ending at their scheduled times.

Occasionally circumstances beyond an instructor/instructor aide's control may cause an instructor/instructor aide to be late or absent. It is expected that all notifications will be made as early as possible to allow another instructor/instructor aide to be scheduled. It is the responsibility of the instructors/instructor aides calling out to speak directly to the Lead Instructor or Program Coordinator/Director. One of these individuals will make an attempt to notify other instructors/instructor aides of the call out and see who is available to fill the time slot. The appropriate manager will determine whether or not an absence or tardiness is excusable. Unauthorized or unexcused absence(s) or tardiness may not be tolerated and will result in discipline or termination of the instructor/instructor-aide.

Cancellation of Class:

In the event of an extreme emergency, weather related emergency or other incident that requires the cancellation of class, the Lead Instructor or their designee will notify the instructors and instructors giving them as much notification as possible that class is being cancelled.

Americans with Disabilities Act (ADA):

The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS.

- Exams are designed at least in part to measure the instructor's ability to read.
- A second example is one dealing with skills proficiency verifications that must be performed within established time frames. Performing a skill within established time frames is required because speed of performance is an integral part of patient care.
- Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.

The Functional Job Descriptions, outlined in this section, describes the required skills and job requirements essential to EMS personnel. Those descriptions will guide any/all accommodations permitted for EMT instructors.

The following specific points about the Americans With Disabilities Act do pertain to those involved in EMS training and education programs:

- Instructors cannot be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.

At-Will Employment

The policies referenced in this Staff Handbook are intended for all staff associated with SAFET. SAFET reserves the right to revise, change, or rescind policies or procedures at any time, with or without notice. SAFET and the Instructor/Instructor Aide retain the right to terminate the instructor/instructor aide relationship at any time, with or without notice, for any reason, or no reason, without incurring any legal liability to the other. No statements made to the contrary, either written or oral, either before or during an individual's contract, can change this rule.

Furthermore, no individual supervisor or manager can make a contrary agreement to change the "at will" nature of the employment relationship, unless made in writing and signed by the corporation.

Accidents and Unusual Incidents:

In the event of an injury or illness contact 911 as needed to request EMS.

The Lead Instructor will notify the program coordinator by phone as soon as possible after the situation is managed. The Lead Instructor will follow-up by completing an Incident Report. The Program Coordinator will review the situation to identify any possible causes, preventative measures needed, review of the staff response, and follow-up with the injured/ill individual.

Conduct:

- Any instructor willfully creating a hazardous situation for themselves and/or others will be dismissed from that class. Continual practice and/or others of this nature will result in termination from this corporation and program.
- The instructor must exhibit courtesy and respect for the instructors and fellow instructors while in class.
- Any instructor failing to maintain a professional demeanor/conduct while teaching in the Emergency Medical Technician program may be suspended and may be terminated.
- Instructors must demonstrate appropriate etiquette and netiquette at all times including, but not limited to: being respectful at all times; refraining from cursing and rude or inappropriate comments/behavior.
- Specific conduct expectations for each course will be provided in the course syllabus

Probation:

Instructors who violate any of the administrative or conduct policies may be placed on probation or terminated from this corporation and program. Instructors placed on probation will be notified in writing, along with the specific probation plan. Any instructor who fails to comply with the terms of probation will be terminated from this corporation and program.

Termination:

An instructor/instructor contract may be terminated from this corporation or program of study for not satisfying the academic or disciplinary policies and rules outlined in this handbook.

Those include, but are not limited to:

- Failure to meet the conditions of a probation plan
- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this handbook
- Repeated absences, tardiness, or early departure as outlined in the attendance policy
- Repeated failure to comply with applicable uniform and dress codes
- Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field station decorum
- Repeated or substantial failure to comply with the exposure control policy
- Repeated or substantial failure to comply with the reporting procedures for Incidents and Unusual Occurrences
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence

Upon termination, the instructor will be notified in writing of the reason(s) for the termination. In addition, the State of New Jersey Department of Health, Office of Emergency Medical Services will also be notified. This documentation will also be placed in the instructors personnel file. The Program Director may require an exit interview at the time of termination.

SAFET contractors who resign from their positions are encouraged to provide SAFET with a letter of intent to terminate the contract at least two weeks prior to the date of his/her intent to leave.

Vandalism Policy:

Vandalism is defined as any intentional behavior that causes destruction of any facility, equipment and/or private property. Examples of vandalism include, but are not limited to, destruction of signs, tearing down bulletin boards, graffiti, damage to furniture, deliberate defacement of materials, buildings, sidewalks, walls, trees or furnishings, and the deliberate setting of fires at course site. All vandalism is strictly prohibited and students or groups found responsible for vandalism will be subject to disciplinary and/ or legal action.

Instructor Dress Code & Personal Hygiene Standards:

Unless otherwise directed, instructors will wear long pants (preferably khaki pants, EMT BDUs, clean jeans with no holes). Unless provided with a SAFET polo shirt, instructors will wear a collared shirt, polo shirt, dress shirt or other business casual attire always while participating in Emergency Medical Technician program classes and activities specified. Instructors will wear closed toed sneakers, shoes or boots while attending the course.

NO t-shirts, tank tops, leggings, yoga pants, open-toed or open-heeled shoes will be permitted in class. The lead instructor will advise instructors when they can dress down for activities that require the instructor to be outside or on the ground for extended periods of time. Instructors may not be allowed into the classroom unless they are properly attired. Failure to follow uniform, dress code, and personal hygiene standards may result in instructor dismissal.

Instructor and Course Quality Assurance Evaluation:

Quality improvement is the means to improve the course coordinator's program(s) through various processes. The goal is to improve the effectiveness and efficiency of the program(s), which, in turn, helps ensure better courses. Once a course is completed, program staff should evaluate the program's effectiveness. This evaluation should also include feedback from the students. This will be obtained using a course evaluation tool. Please refer to attachment A for a sample of the course evaluation tool.

Each EMT initial course, will receive an overall program evaluation tool in the beginning, middle and at the conclusion of the course.

Procedure:

Overall activity evaluation materials shall solicit feedback from all the activity participants about the following:

- The overall organization of the activity;
- The overall effectiveness of the instructional personnel;
- The quantity and quality of the medical devices and audiovisual equipment used;
- The facility used;
- Achievement of clearly defined program objectives;
- Overall impression;
- Open ended comments.

The data collected by these activity evaluation instruments will be utilized in the following quality improvement process:

- The Lead Instructor and Program Coordinator review participant responses for consistent responses referring to the overall activity, individual instructors, and each of the individual presentations within the activity (skill labs, lectures).
- Each Instructor participating in the course will receive a summary of the participant responses for that Instructor.
- If more than 10% of the responses to any individual item reflect a negative evaluation, a quality improvement process is initiated.
- The Program Coordinator will investigate the negative response. This may include, but not be limited to, interview of Instructor/Instructor Aide and the student. The Instructor/Instructor Aide will receive counseling and if needed remediation based on their performance. A performance improvement plan will be initiated(PIP).

Bi-annually, instructors will receive a performance appraisal. Either the Program Coordinator or Program Director will conduct the appraisal. Instructors who receive less than a "2" on their

performance appraisal or who have had critical deficiencies in performance and/or behavior will be placed on a PIP. Please refer to Attachment B for the instructor evaluation tool.

The Program Coordinator or Program Director will be responsible for initiating the PIP process once these instructors have been identified at the completion of the performance appraisal cycle. This process requires a commitment to improvement. Failure to achieve the expected improvements will lead to disciplinary action, up to and including termination. Once the plan has been implemented, the Program Director or Program Coordinator will have ongoing dialogues with the Instructor/Instructor Aide until expectations are at an acceptable level of performance.

Discipline Process:

SAFET is committed to fair, efficient, and equitable solutions to problems arising out of the contract relationship. Clear guidelines providing for both informal and formal disciplinary measures have been developed at SAFET to ensure that fair and equitable treatment is provided; that requirements of the laws are met; and that the rights of both management and contractor are honored during the discipline and dismissal process. It is SAFET policy to formulate, publish, and enforce rules and regulations that are essential to the safe and efficient conduct of EMT Program operations. SAFET is responsible for informing contractors of rules to be followed, standards of conduct to be met, and work performance to be achieved. Contractors are responsible for learning and abiding by the policies, procedures, and standards of SAFET and its departments and constituents. Contractors who fail to abide by such rules, regulations, and standards may be subject to disciplinary action, up to and including dismissal.

Adherence to regulations and procedures provided in the discipline process, will ensure a progressive system of discipline designed to remedy deficiencies when possible and practicable to the mutual advantage of SAFET and the contractor; an orderly routine for fair, consistent, and impartial treatment of disciplinary matters; and a mechanism for ensuring that consideration is given to employee concerns in disciplinary matters.

SAFET is responsible for explaining why a contractor should be disciplined. Since the purpose of the disciplinary process is to provide remedial action whenever possible, no disciplinary measures will be undertaken without the contractor's knowledge. Contractors will be given the opportunity to respond, in writing, to any disciplinary action taken against them.

When possible and practical, disciplinary action will follow a progressive sequence, including verbal counseling, written reprimand, suspension, and dismissal from the relationship.

Disciplinary measures and contractor conferences will at a minimum:

- Identify the problem to be corrected or the standard to be met and the rule, policy, or procedure that has been violated;
- Recommend a course of action to correct the problem;
- Provide a statement of the consequences in the absence of improvement; and
- Provide notification that further disciplinary action, up to and including termination of the contract, may occur if immediate improvement in the contractor's work performance or noted deficiencies does not occur and/or if new performance deficiencies surface.

All documents pertaining to the disciplinary action will be signed both by SAFET and the contractor. The contractor's signature will acknowledge receipt of the disciplinary notice but may not necessarily indicate agreement with the action.

If the contractor refuses to sign the notice, that fact should be noted on the documents. SAFET may recommend dismissal of a contractor after progressive disciplinary measures have proven to be unsuccessful. Discharge without prior warnings or suspension may be justified for certain significant rule violations or significant acts of misconduct. SAFET will give written notice to the instructor of the termination of the contract.

Grievance Process:

SAFET is committed to establishing and maintaining a constructive problem solving mechanism for the resolution of staff grievances. A staff member is defined as any contracted instructor/instructor aide.

It is the policy of SAFET that all contracted instructor/instructor aides be treated fairly and consistently in all matters related to their employment, that employment decisions are made on lawful, job-related and non-discriminatory criteria, and that employees have the right to express grievances through informal and formal avenues. For the purposes of the Instructor Grievance policy, a grievance is defined as a disagreement between a contracted instructor/instructor aide and management on the terms or conditions of the contract.

A grievance may be in filed writing as a result of one of the following adverse employment actions: written reprimand, suspension without pay, demotion, involuntary transfer to a different job classification, denial of promotion, or termination. The assignment of duties, performance evaluations/appraisals, scheduling of work hours, rate of pay, and other management decisions are reserved as management rights and cannot be appealed through the grievance process.

Contracted Instructor/Instructor Aides on probationary status are ineligible to file formal grievances related to disciplinary or discharge actions unless the employee believes that unlawful discrimination/harassment was a factor in the personnel action(s).



Incident/Grievance Reporting Form

Date: _____

Name: _____

Date of Incident: _____

Description of Incident:

Date Reported: _____

Reported To: _____

Signed: _____

Print Name: _____

RECEIVED BY: _____

DATE: _____

Social Media (Facebook, Twitter, Snapchat and all other social media sites) and Communication Guidelines:

Instructors will not use online social networking to harass, threaten or discriminate against other students, instructors, faculty, staff or any member of the public. Text, photos, emails or videos that are degrading or insulting to others may not be used/posted.

Instructors will not communicate with a student via cell phone, any social media platform, e-mail unless directed to do so by the Program Director or Program Coordinator.

Personal information about instructors, students, faculty, staff or clinical/externship/internship sites may not be shared on networking sites without written permission from all parties involved.

Instructors should be aware that information posted on these sites that violates the Guidelines for Professional Conduct outline in this handbook, may result in disciplinary action up to and including expulsion from the program. Furthermore, such violations can place the instructor at risk for civil and criminal penalties.

Telephone Calls:

Personal cell calls should be limited to emergencies and meal and break times. Employees should be considerate of their colleagues and students by keeping cell phone rings low or on vibrate while in their work areas.

Sexual Misconduct:

SAFET is committed to maintaining and strengthening an educational and working environment where students, faculty, staff and visitors are free from sex discrimination of any kind. Sexual misconduct, a form of sex discrimination, is antithetical to the standards and ideals of the our EMT program. SAFET will take appropriate action in an effort to eliminate sexual misconduct from happening, prevent its recurrence and address its effects.

Harassment on the basis of sex is a violation of SAFET policy and the law. Sexual harassment by a public official may also be a criminal offense. Any employee who violates this Sexual Misconduct Policy is subject to disciplinary action, up to and including termination, under the SAFETs Discipline and Dismissal policy, which governs the conduct of staff employees.

SAFET takes reports of sexual misconduct very seriously, and will conduct investigations and work to ensure that all persons are given appropriate support and fair treatment. SAFET will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sexual misconduct, or otherwise participating under this Policy.

Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct or the participation in proceedings relating to sexual misconduct, may be considered a separate violation of this Policy and may result in disciplinary sanctions. Any person who believes that he/she has been subjected to retaliation should immediately report this concern to the Program Coordinator or Director.

Harassment Policy:

SAFET is committed to maintaining and strengthening an educational working environment where students, faculty, staff and visitors are free from discrimination and harassment of any kind. Discrimination and harassment is antithetical to the standards and ideals of the EMT Program.

SAFET will take appropriate action in an effort to eliminate discrimination and harassment from happening, prevent its recurrence and address its effects. All members of the EMT Program are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of unlawful discrimination and harassment and to report conduct or behavior that they believe to be in violation of this Policy.

Harassment is subjecting an individual, based on her or his membership in a protected class, to unlawful severe, pervasive, or persistent treatment that is:

- Humiliating, abusive or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group;

- Intimidating, hostile or abusive learning, living or working environment or an environment that alters the conditions of learning, living or working; or

- Unreasonable interference with an individual's academic or work performance.

Harassment that satisfies this legal standard includes, but is not limited to, epithets or slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation (including through e-mail) of written or graphic material in the learning, living or working environment.

Protected class is defined as a class of persons who are protected under applicable federal or state laws against discrimination and harassment on the basis of race, color, sex, genetic information, religion, age, national origin, disability, veteran status or any other legally protected status. Additionally, for purposes of this Policy, the term "protected class" includes sexual orientation, gender identity and gender expression.

Any SAFET student or employee who believes that he or she has been discriminated against or harassed based on any of the protected classes listed above, may file a complaint by contacting Program Coordinator or Director.

SAFET takes reports of discrimination or harassment very seriously and will not tolerate retaliation against those who make reports or who participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of unlawful discrimination or harassment, or for otherwise participating under this Policy.

Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of unlawful discrimination or harassment or the participation in proceedings relating to unlawful discrimination or harassment, may be considered a separate violation of this Policy and may result in disciplinary sanctions.

Workman's Compensation:

SAFET is committed to maintaining a safe working environment free of hazardous conditions for all faculty, staff, and students. However, when unavoidable incidents arise, it is important that employees suffering from a work-related occupational injury or illness receive proper medical attention, and that the proper documentation is completed and forwarded to SAFET corporate office so that compensation may be paid should the employee be temporarily or permanently disabled.

Employees must report any occupational injury, illness or exposure to their immediate supervisor within 24 hours of the incident, even if there is no medical treatment or lost time. Various other documents are required to be filed and actions taken within a specified time schedule in connection with workers' compensation incidents.