

North Sanpete Ambulance Service Board Meeting

Moroni City Community Center – 80 South 200 West

Tuesday, November 19, 2024

7:00 PM

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member
- 1. Financials and Audit Report
Gary Keddington, K & C Certified Public Accountants
- 2. Minutes of August 17, 2024
- 3. NSAS Manual
Proposed Administrative Policies
 - Driver Qualification
 - Interfacility Transport
 - IT and Computer Security
 - Reporting Fraud or Abuse of Assets
 - Social Media
- 4. Board Member Reports
- 5. Closed Session: Utah Code 52-4-205 A) discussion of the character, professional competence, or physical or mental health of an individual
- 6. Adjourn

NOTE: The agenda items may be discussed in any order

No decisions may be made during this meeting if the item is not specifically on the agenda

I, *Carol Haskins*, the acting Clerk for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was posted this 18th day of November 2024. A copy was provided to NSAS members by email and posted on the Utah Public Notice website <https://utah.gov/pmn/index.html>

/s/ Carol Haskins

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the North Sanpete Ambulance Service Recorder/Clerk at least three (3) days prior to the meeting.

**North Sanpete Ambulance
Board Meeting**

Date and time: August 17, 2024 7:00 PM

Location: Moroni City Community Center 80 South 200 West, Moroni Utah

Board and Staff:

Angie Stewart, Mt Pleasant City Representative and Board Chair

Katie Sedlak, Wales Town Chair and Board Chair Pro

Bryan Bench, Service Director

Tracy Braithwaite, Training Officer

Shawn Robison, West Side Supervisor – absent

Cameo Johnson, Fairview Supervisor

Cami Christensen, Mt Pleasant Supervisor

Todd Robinson, Ftn Green City Representative – absent

Les Haskins, Moroni City Representative

Gabi Cox, Fairview City Representative

Clarke Christensen, Spring City Representative

GJ Wilden, Service Medical Director - absent

Staff present: Carol Haskins, clerk

Others present: JoAnn Riley, Bob Norman

Welcome and roll call of board members: Board Chairman Angie Stewart

- 1. Financial Report**
MOTION Emily Abrams to accept the financial report. SECOND Cami Christensen
MOTION Carried.
- 2. Meeting Minutes**
May 14, 2024
MOTION Bryan Bench to approve the minutes from May 14, 2024. SECOND Cami Christensen.
Bench, Braithwaite, Johnson, Christensen, Haskins, Cox YES. MOTION Carried. Clarke
Christensen and Sedlak abstain
June 14, 2024
MOTION Tracy Braithwaite to approve the minutes of June 14, 2024. SECOND Clarke
Christensen.
Bench, Braithwaite, Sedlak, Johnson, Christensen, Christensen, Haskins, Cox YES.
MOTION carried.
- 3. NSAS Manual – Proposed Administrative Policies**
Motion Katy Sedlak to approve the proposed Policies:
 - Cash Receipting and Depositing**
 - Conflict of Interest**
 - Credit Card Use**
 - Ethical Behavior**
 - Procurement****SECOND Cami Christensen.**

Bench, Braithwaite, Sedlak, Johnson, Christensen, Christensen, Haskins, Cox YES.

MOTION carried.

4. Bryan Bench, EMS Director

- Will be presenting a change to payroll and an upcoming board meeting
- Update to building in Mt Pleasant – Met with Mt Pleasant City and is waiting for architect drawings.

5. Tracy Braithwaite, Training Officer

- Proposed purchase of training manikins
MOTION Cami Christensen to purchase training manikins. Budget will be up to \$18,000.00.
SECOND Katy Sedlack.
Bench, Braithwaite, Sedlak, Johnson, Christensen, Christensen, Haskins, Cox YES.
MOTION carried.
- Proposed purchase of Hamilton Vent
MOTION Clarke Christensen to purchase the High Flow Hamilton Vent. Budget will be up to \$19,140.44. SECOND Cami Christensen.
Bench, Braithwaite, Sedlak, Johnson, Christensen, Christensen, Haskins, Cox YES.
Motion carried.

6. Board Member Reports

Tracy Braithwaite – Is JCI charging for Specialty Care? – Carol Haskins will call Holly to check.

Cami Christensen – New EMT class at North Sanpete High School has started

7. MOTION Cami Christensen to adjourn. SECOND Tracy Braithwaite.

Bench, Braithwaite, Sedlak, Johnson, Christensen, Christensen, Haskins, Cox YES.

MOTION Carried. 8:11 PM

North Sanpete Ambulance Service
Administrative Policies

Driver Qualification Policy

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to safe and productive environment for all NSAS employees, residents and visitors. Essential to such an environment is the proper policy and procedure for NSAS employees to utilize NSAS vehicles during the course of their job duties for the NSAS.

This policy outlines the procedures for the NSAS Driver Qualification program.

Policy

All employees or volunteers operating NSAS owned vehicles, or who may operate any vehicle while conducting business for or on behalf of NSAS must be authorized drivers. Authorized drivers are defined as individuals operating a vehicle on behalf of NSAS which have been reviewed and vetted by NSAS and thereby granted authorized status. The authorization process requires an analysis by the appointed Board member of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process, all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. All drivers must possess a valid Driver's License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Drivers will be qualified as: Acceptable, Unacceptable, or Borderline

Drivers qualified as Borderline may be authorized to drive on a probationary basis as determined by the Fleet Manager. Drivers whose record does not meet the driver qualification standard will not be allowed to operate any vehicle while engaged in work for the NSAS. Acceptable or Borderline qualification will be determined using the criteria below. Any number of violations or accident in excess of the Borderline criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (Note – DUI and DWI are not evaluated as a standard violation.)

1. Acceptable: Up to two violations recorded on the MVR, or Up to one at-fault, work-related accident in the prior three years, or A combination of one violation on the MVR and one at-fault, work-related accident in the last three years.
2. Borderline: Three violations recorded on the MVR or, Two at-fault, work-related accidents in the last three years, or DUI or DWI with in the last five years, or Any violation for Careless, Reckless, or Distracted driving

3. Unacceptable: No valid driver license, Recent DUI conviction, Four violations recorded on the MVR

A single major violation recorded on the MVR, or resulting from a work-related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to, the following:

1. DUI or DWI in the previous 24 months
2. Failure to stop/report an accident
3. Making a false accident report
4. Attempting to elude a law enforcement
5. Others as determined by the Fleet Manager

Document:	NSAS Driver Qualification Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	12/27/2022

North Sanpete Ambulance Service
Administrative Policies

Interfacility Transport Policy

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service with this policy addressing Interfacility Transport to establish uniform procedures for determining risk due to weather/road conditions which may endanger the EMS crew and patient during an interfacility transfer.

Policy

Prior to accepting a patient for transfer, the EMS crew will complete this checklist if adverse weather/road conditions are anticipated during transport. Each section requires a score: If no condition applies, a score of 0 shall be given. If multiple conditions apply, select appropriate conditions and add to total. Any total score ≥ 20 requires approval from Supervisor, Training Officer, or EMS Director prior to accepting the transport. Any total score ≥ 28 represents a significant risk which offsets any potential benefit and transport shall be delayed until weather/road conditions improve.

Time of Day	Score
0600 – 1800	1
1800 – 2400	3
2400 – 0600	5
Route and Mode of Travel	
Canyon Travel	5
Alternate Route Used	3
4 x 4 and / or Chains Required	8
Weather	
Hail / Sleet	5
Flash Flood Warning	3
Snow	
Snowfall ≤ 1 inch / hour	4
Snowfall $\geq 1 - 3$ inches / hour	6
Snowfall $\geq 3 - 6$ inches / hour	8
Snowfall ≥ 6 inches / hour or blizzard conditions	No Go
Visibility	
Ground Fog	6
Blowing Snow	5
< 100 Yards Visibility	5
Wind	
20 – 40 MPH	4
> 40 MPH	8
Temperature	
0 – 10F	5
Below 0F	8
108F or above	8
Road Conditions	
Snow Packed or Unplowed Snowy / Icy Roads	8
Patchy / Drifting Snow, Black Ice, or Standing Water	5

Document:	Interfacility Transport Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	12/27/2022

North Sanpete Ambulance Service Administrative Policies

IT and Computer Security

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service and Service funds for the benefit of the Service and the individuals served. This policy addresses NSAS's policy for IT and computer security.

NSAS furnishes computers and associated equipment for employee use while conducting Service business. This includes access to email and the Internet. The internet contains many useful features, including email to non-Service resources, access to research materials, and information exchange. The purpose of this policy is to establish basic rules for employees' use of NSAS's computer system, including the Internet and email.

Policy

1. **General:** The Internet can be misused in a variety of ways, including but not limited to:
 - a. Intentionally downloading files that contain viruses, thereby endangering NSAS's information services;
 - b. Accessing non-work related material;
 - c. Using work time to perform unauthorized research or accessing non-business-related information and people or for computer games, or online games.
2. **Individual Responsibilities:** Internet users are responsible for complying with this and all other Service policies when using NSAS's resources for accessing the Internet. Violation of this policy is grounds for disciplinary action, up to and including termination.
3. **General Policies for Use of the Entity's Computer System, Including the Internet:**
 - a. An employee does not have a right to privacy when using the Internet via NSAS resources and employees should not expect or assume any privacy regarding the content of email communications. NSAS reserves the express right to monitor and inspect the activities of the employee while accessing the Internet at any time, and to read, use and disclose e-mail messages. In addition, all software, files, information, communications, and messages (including emails) downloaded or sent via the Internet using Service resources are NSAS's records and property of the Service; such records are subject to potential review and disclosure under the public disclosure law of the State of Utah. Even after an email message has been *deleted* it may still be possible to retrieve it.
 - b. The Board Chair and Board have the right to restrict or prohibit any employee from Internet access for violation of the policy. Violations may also result in disciplinary action, up to and including termination.

- c. Internet use via NSAS resources is for Service business. Except as outlined here, use of NSAS's computer, Internet and email services are for Service business only. Some limited personal use is permitted, so long as it does not result in cost to the Service, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of Service business and does not compromise the security or integrity of Service information or software. Such limited use shall not occur on "paid time," but is permitted immediately before or after work hours and during an employee's breaks. Examples of allowable personal use include accessing a weather report or news item on the Internet or transmitting email to a family member to assure safe arrival at home. Any personal use of NSAS's computer, Internet and email services must comply with all applicable laws and Service policies, including anti-discrimination policies and Internet usage policy.
- d. Internet use must comply with applicable laws and Service policies including but not limited to all federal and state laws, and Service policies governing sexual harassment, discrimination, intellectual property protection, privacy, public disclosure, confidentiality, misuse of Service resources, information and data security.
- e. All Internet use must be consistent with the NSAS manual.
- f. NSAS's computer system permits employees to perform jobs, share files, and communicate internally and with selected outside individuals and entities in the performance and conduct of Service business. Employees are prohibited from gaining unauthorized access to another employee's email messages or sending messages using another employee's password.
- g. In order to prevent potential Service liability, it is the responsibility of all Internet users to clearly communicate to the recipient when the opinions expressed do not represent those of NSAS.
- h. NSAS has the capability and reserves the right to access, review, copy, modify and delete any information transmitted through or stored in its computer system. The Service may disclose all such information to any party (inside or outside the Service) it deems appropriate and in accordance with applicable law. Accordingly, employees should not use the computer system to send, receive or store any information they wish to keep private. Employees should treat the computer system like a shared file system—with the expectation that files sent, received or stored anywhere in the system will be available for review by any authorized representative of the Service for any purpose, as well as the public if a proper request is made for public records.
- i. Good judgment should always be employed in using NSAS's email and Internet systems. Employee email messages may be read by someone other than the person(s) to whom they were sent. Email inconsistent with the Service's policies must be avoided. For example, it is prohibited to make jokes or comments which could offend someone on the basis of gender, race, age, religion, national origin, disability or sexual orientation. These comments would be in direct conflict with NSAS's policies prohibiting discrimination and harassment. Accordingly, employees should create and send only courteous, professional and businesslike messages that do not contain objectionable offensive or potentially discriminatory material.
- j. Caution should be taken in transmitting confidential information on the computer system. Employees should use due care in addressing email messages to assure messages are not inadvertently sent to the wrong person inside or outside the Service. Email creates a written record subject to court rules of discovery and may be used as evidence in claims or legal

proceedings. Once sent, email cannot be retracted. Even after deletion at a workstation, email can be retrieved and read.

- k. The safety and security of NSAS's network and resources must be considered at all times when using the Internet. Any programs from a non-current source (i.e., software that is not purchased in original format) or which involve executable or binary files must not be downloaded or installed without prior permission from the IT Director and without being properly scanned for viruses. Employees are not to share or reveal individual passwords to anyone.
- l. There is a wide variety of information on the Internet. Some individuals may find information on the Internet offensive or otherwise objectionable. Individual users must be aware that NSAS has no control over available information on the Internet and cannot be responsible for the content of information.

4. Prohibited Uses of the Internet: The following is a non-exclusive list of prohibited uses of NSAS.org email and devices:

- a. Commercial use – any form of commercial use of the Internet is prohibited
- b. Solicitation – the purchase or sale of personal items or non-business items through advertising on the Internet is prohibited
- c. Copyright violations – the unlawful reproduction or distribution of copyrighted information, regardless of the source, is prohibited;
- d. Discrimination / Harassment – the use of the Internet to send messages or other content which is harassing, derogatory or unlawfully discriminatory to employees, citizens, vendors or customers is prohibited;
- e. Political – the use of the Internet for political purposes is prohibited;
- f. Aliases / Anonymous messages / misrepresentation – the use of aliases or transmission of anonymous messages is prohibited. Also, the misrepresentation of an employee's job title, job description, or position with the Service is prohibited
- g. Social networking sites – the accessing and/or creation of social networking sites, such as Facebook, Twitter, Instagram, Blogs and similar sites is prohibited for non-entity business purposes;
- h. Instant messaging;
- i. Misinformation / Confidential Information – the release of untrue, distorted, or confidential information regarding Service business is prohibited;
- j. Viewing or Downloading of Non-Business-Related Information - the accessing, viewing, distribution, downloading, or any other method for retrieving non-Service related information is prohibited. This includes, but is not limited to, entertainment sites, pornographic sites, sexually explicit sites, chat rooms and bulletin boards;

- k. Unauthorized attempts to access another's network or e-mail account;
 - l. Display or transmission of sensitive or proprietary information to unauthorized persons or organizations;
 - m. Spamming email accounts from the Service's email services or Service machines.
5. **Comment and Posting Policy:** NSAS websites are limited public forums moderated by Service staff. Posted content (including, without limitation, comments, photos, links, information, etc.) (collectively, "Comments") must relate to NSAS-initiated discussion of Service Programs. Comments posted on this Page will not be edited by NSAS, but NSAS may remove the following types of Comments from this Page:
- a. Comments that do not relate to a topic posted by NSAS;
 - b. Comments that endorse or oppose a political candidate or ballot proposition;
 - c. Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, or sexual orientation;
 - d. Comments that include personal attacks, threatening or harassing language, obscene or sexual content or links to obscene or sexual content;
 - e. Comments that solicit commerce, including spam, advertising, or links to other websites; • Comments that promote illegal activity;
 - f. Comments that violate a legal ownership interest of any person, including improper use of a trademark or copyrighted material;
 - g. Comments that violate any terms of use or policies of the Service; or
 - h. Comments that may compromise the safety or security of the public or public systems.

Comments are the opinion of the commentator and do not necessarily reflect the opinion or policy of NSAS or its officers, employees or agents. Comments may be a public record subject to public disclosure under the Utah Government Records Access and Management Act ("GRAMA").

Information and Comments posted on this Page shall in no way constitute legal or official notice or comment to NSAS, and will not be regarded as a request for service. A Comment requesting a public record will not be considered a records request under GRAMA.

NSAS reserves the right, at any time and without notice, to delete any Comment by a User which violates these Policies. A User who, in NSAS's reasonable opinion, repeatedly violates these Policies may, at any time and without notice, be denied access to this Page.

Nothing in this policy prohibits the use and access of the described systems for bona fide law enforcement and investigation purposes.

Document:	IT and Computer Security Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
Date Modified:	11/22/2022

North Sanpete Ambulance Service
Administrative Policies

Reporting Fraud or Abuse Assets

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service and Service funds for the benefit of the NSAS as well as those in whom it serves. This policy addresses NSAS policy for the report of any fraud (suspected or actual) or abuse (suspected or actual).

Policy

1. **Definition:** Improper governmental action means any action by a NSAS Service employee:
 - a. That is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment; and
 - b. That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.
2. **Reporting Fraud or Abuse:**
 - a. Employees who become aware of improper governmental actions should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee's belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Board Chair or such other person as may be designated by the Board Chair to receive reports of improper governmental action. Reporting can also be done via the State Auditor hotline at auditorhotline@utah.gov – OSA Hotline, PO Box 142310, SLC, Utah 84114-2310 – 1-800-622-1243
 - b. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate department with responsibility for investigating the improper action.
 - c. The Board Chair shall take prompt action to assist NSAS in properly investigating the report of improper governmental action. NSAS officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.
 - d. NSAS employees may report information about improper governmental action directly to the Board Chair or Board if the employee reasonably believes that an adequate investigation was not undertaken to determine whether an improper governmental action occurred, or that insufficient

action has been taken to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.

- e. NSAS employees who fail to make a good-faith attempt to follow procedures in reporting improper governmental action shall not receive the protections provided by NSAS in these procedures.

3. Complaints, Investigations, Review and Enforcement

- a. Any person may file a complaint alleging a violation of this policy.
- b. The complaint shall be in writing and shall, except as described in section C below, be signed by the complainant. The written complaint should state the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be filed with the Board Chair or Board who shall provide a copy to the person charged with a violation. The complainant shall provide the Board Chair or Board with all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.
- c. This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and conduct of NSAS employees. Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. NSAS is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under NSAS policy. A thorough investigation of complaints is NSAS's goal. It may not be possible to conduct a thorough investigation when a complainant remains anonymous. Therefore, NSAS reserves the right to decline to investigate any complaint that is provided anonymously.

If a complaint is received anonymously it shall be directed to the Board Chair and Board for a recommendation on the processing of the complaint. Upon review of the complaint, the Board Chair and Board will recommend to the Audit Committee either that the complaint has no merit or that it should be investigated. Such a recommendation will be made within ten days of receipt of the complaint, if possible. Upon receipt of the Board Chair and Board's recommendation the Audit Committee shall make the final determination on whether or not to continue the investigation, end the investigation, or refer the matter to an outside entity.

- d. Within thirty days after receipt of a complaint, the Board Chair and Board or another person appointed by the Audit Committee shall conduct a preliminary investigation. If the Board Chair and Board or a member of the Audit Committee or the governing board are implicated in the complaint, the Audit Committee will determine an independent person who will conduct the investigation. Criminal allegations will be referred to the proper law enforcement agency.
- e. If the Board Chair and Board determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the Board Chair and Board shall advise the Audit Committee to dismiss the complaint. If the Audit Committee does dismiss the complaint, it shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant, to the person charged with the violation and to the governing board.

4. **Whistleblower Protection:** *Utah Code § 67-21-3* prohibits public employers from taking adverse action against their employees for reporting in good faith government waste or violations of law to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the person in authority over the person alleged to have engaged in the illegal conduct.

Document:	Reporting Fraud or Abuse Policy
Organization:	North Sanpete Ambulance Service
Originator / Modifier:	Luke Freeman, contractor
Supersedes:	N/A
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North Sanpete Ambulance Service

Administrative Policies

Social Media

Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to a safe and productive workplace environment for all individuals. This policy addresses NSAS's social media policies for all service individuals and officers that have access and use the internet and social media programs.

Policy

Employees, who use social media such as blogs, wikis, and social networking sites that may contain postings related to NSAS, or its employees or affiliates, must comply with the following guidelines, regardless of where or when the use of social media takes places:

1. **Use a Disclaimer:** Service individuals may not speak on behalf of NSAS, unless permission is specifically granted by the Board Chair and/or Board. Information shared via social media is the opinion of the individual only – not NSAS – and this should be communicated to recipients of the information.
2. **Abide NSAS's Confidentiality Requirements:** You may not disclose any sensitive, proprietary, or confidential information about NSAS. You may not post any pictures of any NSAS internal operations or employees working. The use of the NSAS logos or such materials is prohibited. You may not post anything related to NSAS without authorization to do so.
3. **Abide by NSAS's No Discrimination and No Harassment Policies:** While you may question or disagree with NSAS actions, policies, or management decisions, you should avoid posting material that is discriminatory, harassing or threatening about NSAS, its supervisors and employees, and/or affiliates.
4. **Exercise Caution:** Blogs and other forms of social media communications are individual interactions, not NSAS communications. Service individuals may be held personally liable for their posts. Information shared via social media is generally public information that may easily be viewed by NSAS supervisors, service individuals and customers.
5. **Report Concerns:** Your personal or anyone else's blog, wiki, or social networking site is not the appropriate place to make a complaint regarding discrimination, harassment, or safety issues. We encourage service individuals to report such issues directly to their immediate supervisor but any service individual who is concerned or apprehensive about reporting to his/her direct supervisor may instead report such issues to the Board solely.
6. **Ask for Help:** Please consult your supervisor or the Board if you have questions about these guidelines.