

**Lake-Sumter EMS
Policy and Procedures Manual**

POLICY NO: 6-7 **EFFECTIVE DATE:**

PAGE: 1 of 1 **SUPERSEDES:** N/A

SUBJECT: Instructor Conduct

Policy:

Lake-Sumter Emergency Medical Services employees shall comply with the standards of conduct outlined below when teaching courses located on or off campus for the Quality Development Department (QDD). These standards are intended to display a code of professional conduct to the participants and the community as well as increase the productivity of the training program.

- I. **COMPETENCE:** Instructors must demonstrate a competent knowledge relative to their assigned specific area of responsibility. Instructors must maintain all prerequisites for the position and participate and/or be readily available during all required educational or informational sessions.
- II. **RESPECT:** Instructors must respect and treat the participants fairly, regardless of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, socioeconomic status, age, disability, or any other basis protected by law. Additionally, there is zero tolerance for sexual harassment, including: sexual solicitation, physical advances or contact, verbal or nonverbal conduct that is sexual in nature, that is unwelcome, offensive, or creates a hostile work or classroom environment.
- III. **INTEGRITY:** Instructors must conduct themselves with honesty, fairness, and trustworthiness and must not make statements that are false, misleading, or deceptive.
- IV. **ATTENDANCE:** Instructors should report to the teaching facility no later than thirty (30) minutes prior to the scheduled start time of the program and stay for the allotted time unless prior approval obtained from the lead facilitator or QDD manager. If there will be a delayed arrival or absence, the instructor should notify the lead facilitator or QDD manager as soon as possible. Instructors must return to the facility promptly from all recesses (breaks, lunch, etc.).
- V. **DRESS:** For on campus programs, the instructors will wear business attire (slacks, polos, dress shirts) or approved Lake-Sumter EMS uniform. For off campus programs, instructors will wear class A uniforms unless otherwise approved by the QDD manager. If the instructor arrives in unapproved or inappropriate attire, the lead facilitator will determine if the instructor will be allowed to stay or be dismissed from the class. All other uniform requirements will apply as outlined in Lake-Sumter EMS Policy 2-20.