

Anonymous Reporting Protocol JayDoc Free Clinic:

- I. The behaviors that JayDoc Free Clinic does not permit include but are not limited to:
 - a. Sex-based discrimination,
 - b. Race-based discrimination
 - c. Abuse of authority
 - d. Disrespect towards volunteers
 - e. Sexual harassment
 - f. Rude/inappropriate comments
 - g. Violent interruptions
 - h. Any actions affecting patient or clinic safety
- II. All individuals who volunteer at JayDoc Free Clinic have the authority to report any and all incidences that they believe should be brought to the attention of the board, whether they personally experience them or witness the incidence secondhand.
- III. The anonymous reporting team will be selected through peer nominations by other board members. The reports must be given to one of the three appointed members of the AR team.
 - a. An alternative to reporting to the AR team will be through an online anonymous reporting system.
 - b. The AR team will check the system once-per-week, and the protocol will then follow.
- IV. The team will then discuss the situation and present their findings to the executive directors and decide if the issue should be addressed with reprimanding.
- V. Reprimanding should be based on the following pieces of information, and will be judged by the AR team:
 - a. Extremity of the action which took place
 - b. Number of individuals affected by the incident
 - c. Overall effect on JayDoc
- VI. If the group decides to reprimand:
 - a. They will reach out to the offender and deliver their consequences.
 - b. If the offender is a member of a subgroup – such as CR interns, Admin interns, CLS volunteers, or Interpreters, then the leader of that subgroup will be asked to be involved in the meeting.
- VII. In order to conclude the reporting process: the AR team will then present the situation to the other board members simply to inform them of the incident that took place, and method by which the issue was handled through the AR team, the EDs, and the subgroup leader.