Medical Laboratory Apprentice Phase II Course

**Professional/Unprofessional Relationships & Sexual Harassment Contract (Updated Apr 21)**

**1.** **GENERAL.**

All Air Force personnel are required to comply with Air Force Instruction 36-2909 *Professional and Unprofessional Relationships*, in particular, paragraphs 4.1 and 4.2; but not limited to said paragraphs. AFI 36-2909 requires special mention in all training facilities. Each person employed at a training site must be familiar with this instruction to include an understanding of the definitions of professional/unprofessional relationships, personnel roles, and possible administrative/punitive actions.

Policies regarding professional relationships are **not** meant to prohibit all contact or association between trainees and the staff or to stifle the camaraderie essential to military organizations. General guidance is provided to allow for the application of sound judgment and common sense. For example, students are encouraged to be involved with flight, squadron, group, base and community activities, which may also involve staff and senior personnel.

**2. DEFINITIONS.**

PROFESSIONAL RELATIONSHIPS: Relationships that contribute to the effective operation of the Air Force. These relationships will enhance morale and discipline while promoting respect for authority and contribute to cohesion of the unit.

UNPROFESSIONAL RELATIONSHIPS: Interpersonal relationships are considered unprofessional, whether on or off-duty, when they detract from the authority of superiors or result in or create the appearance of favoritism, abuse of duty position, or disregard for organizational goals for personal interest.

**3. IMPORTANCE IN THE TRAINING ENVIRONMENT.** All personnel on Keesler Air Force Base, to include but not limited to all personnel in the Clinical Pathology and Laboratory Flight, have some impact on training. AFI 36-2909 specifically prohibits dating, social and sexual relations between students and permanent party personnel. Personal relationships within the training environment, that do not contribute to the mission could possibly lead to course compromise and degrade the overall integrity of the training program. These unprofessional relationships can easily create the perception of favoritism, which could be detrimental to the training process. AFI 36-2909 prohibit numerous relationships and also state that **ANY** relationship not mentioned in the instruction that leads to actual or perceived favoritism **MUST** be avoided.

**4. ACTIONS.** Everyone in the Armed Services is responsible for maintaining **ONLY** professional relationships. All possible administrative and punitive actions are available for punishment and should be considered when handling unprofessional relationships.

As stated above, each person in the training department has an impact on student training. At this point, it is necessary to mention specific personnel groups within a training department.

**5. PERSONNEL.**

INSTRUCTORS: Personal relationships between faculty/staff and students are prohibited. These relationships are susceptible to abuse of position, favoritism, or creating such a perception.

PRECEPTORS: Preceptors are an extension of the course supervisor/instructor due to the nature of the preceptors' duties. All preceptors have a direct impact on each student’s training by evaluating the students' performance in the clinical setting. Personal relationships must not exist between preceptors and students on or off-duty.

\*\*Instructors and preceptors must not enter into interpersonal relationships with any Phase II student outside of the training environment. If these relationships are allowed to exist, the entire training program is susceptible to compromise, possible student disenrollments, and administrative actions.

STUDENTS: Phase II students are still classified as a technical training student. **ALL** unprofessional relationships with permanent party members and fraternization with officers are strictly prohibited.

This policy letter was written using AFI 36-2909 and the Consolidated Training Plan as references. All students and preceptors must sign this policy letter and understand that these actions will not be tolerated. Compliance with AFI 36-2909 is mandatory and any further concerns or issues can be clarified by AFI 36-2909 and the Consolidated Training Plan.

**6. SEXUAL HARASSMENT.**

Any conduct that involves unwanted sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for any Air Force member will not be tolerated.

Members are to teach Air Force Core Values by personal example. This means maintaining a learning environment that protects human dignity and does not tolerate sexual harassment of any kind, in any form, at any time. Further, all Phase II training personnel (MTPAs, CMDs, ECs, CSs, and preceptors) must remain vigilant to prevent any perception of sexual harassment.

**I have been briefed by the course supervisor on issues concerning AFI 36-2909, Professional and Unprofessional Relationships and Sexual Harassment. I understand that my compliance is mandatory.**

**PRINT NAME SIGNATURE DATE**