



# Pinion Pine Fire District

## Standard Operating Procedure

<b>Policy Title:</b>	<b>Harassment &amp; Sexual Harassment</b>		
<b>Policy Number:</b>	<b>115.10</b>	<b>Created:</b>	<b>2003</b>
<b>Section:</b>	<b>Admin</b>	<b>Revised:</b>	

**Purpose:** *Explanation of the harassment policy*

**Scope:** *All personnel*

The Fire District prohibits harassment of its members in any form, by other employees or nonemployees doing business with the fire district. Such conduct may result in disciplinary action up to, and including, verbal or written warnings, suspension without pay, demotions and immediate dismissal. Discipline of a progressive nature will not be required if circumstances warrant. Such a determination is at the sole discretion of the Fire Chief.

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used for the basis of employment decisions (including benefits, compensation or advancement) which may affect the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment can include, but not limited to:

- Offensive sexual flirtation advances or proposition
- Verbal abuse of sexual nature
- Graphic verbal commentaries (i.e. off color jokes)
- Graphic verbal references to an individual's body
- The display of sexually suggestive objects or pictures anywhere on the fire district property (i.e. stations, vehicle, etc)



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Harassment of a more general nature is defined as unwelcome verbal, physical or visual conduct of racial, ethnic or other type that impairs an employee's ability to perform the job or has the purpose or effect of interfering with work or creating an otherwise offensive, hostile and/or intimidating work environment.

Examples of such harassment can include, but not limited to:

- Racial slurs
- Imitating a disabled employees walk or speech
- Blatantly different treatment of older worker
- Display of objects or pictures that are denigrating to members of a protected class

In addition, the use of foul and vulgar language is inappropriate in the workplace and therefore is unacceptable.

Employees experiencing any type of harassment should report immediately. While the chain of command is important, it may not be appropriate in these situations; therefore, it is understood that the complaint may be reported to an appropriate person (i.e. Lieutenant, Captain, Fire Chief or Board Member).

Employees are encouraged to come forward in the event they observe offensive conduct or any other conduct in the workplace whether it is from another employee, vendor or visitor which may reasonably be construed as harassing, whether in a sexual nature or otherwise, of any individual. Any individual who comes forward to report such behavior and makes the report in good faith shall not be subject to retribution for making such report. The Fire District shall handle all investigations and information revealed in such investigation in a professional manner and with discretion.