

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.5.9
2. SUBJECT: *Harassment*
3. POLICY: It is the policy of the District that harassment on the basis of an individual's (or customer's) race, creed, color, national origin, age, sex, marital status, or the presence of a physical, sensory, or mental disability is a violation of District policy.
4. SCOPE: This Policy and Procedure is applicable to all personnel of the District.
5. RESPONSIBILITIES:
 - A. The District Fire Chief of the District is responsible for ensuring that this Policy and Procedure is adhered to.
 - B. All personnel are responsible for complying with this Policy and Procedure.
 - C. The officers of the District will monitor the work environment to identify behaviors and actions which may lead to harassment and take the steps necessary to correct the behavior.
6. PROCEDURE:
 - A. Individuals have the right to be free from such harassment on the job, either from co-workers, supervisors, or managers. Harassment is prohibited by state and federal anti-discrimination laws where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. All personnel are prohibited from engaging in the harassment of any other individual.
 - B. Prohibited harassment includes comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of the individual's protected class membership or which are promoted by the individual's protected class membership. Harassment also includes negative actions based upon an individual's participation in activities identified with or promoting the

interests of a protected group. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. An individual has the right to use a language other than English, and to adhere to cultural and ethnic customs, without being subjected to harassment.

- C. Grievance Procedure: Any individual who believes he or she is being harassed should first advise the harasser to cease the offensive behavior, provided this is not effective the individual shall notify the District Fire Chief. Where the individual believes that he or she is being harassed by the District Fire Chief, he or she shall notify the Board of Commissioners. Where the individual is uncomfortable in discussing harassment with the District Fire Chief, the Chairman of the Board of Commissioners should be contacted. No one will be retaliated against in any way for complaining of harassment. The Board of Commissioners shall be notified through normal channels of all harassment complaints.
- D. Investigation of Complaints: When an Officer is notified, preferably in writing, of alleged harassment, he or she will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, individuals who may have observed the alleged harassment or who may be similarly situated with the complaining individual (and therefore may be able to testify to their experiences with the accused individual). The notification should be in writing but is not required.
- E. Disciplinary Action:
 - 1. If the investigation shows that the accused individual did engage in harassment, the Officer will take appropriate action which will include a warning that any continued harassment may result in a negative action such as suspension or termination. Additional actions which may be taken include, a verbal and/or written reprimand, a notation of what action was taken put into the individual's file, and also the transferring of the accused individual to another response station (if warranted).
 - 2. Where the complaint cannot be substantiated, a general warning shall be made to all personnel regarding the possible ramifications of substantiated harassment complaints.
 - 3. In all instances, the complaint and investigation will be handled in a confidential manner.
- F. This policy will be distributed to all current personnel, and to new personnel during orientation.