



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 017**

Harassment / Sexual Harassment

I. Purpose

To establish the District's position prohibiting harassment, to set forth guidelines for handling violations of the policy, and to specify the related complaint handling procedure.

II. Scope

This policy applies to all members of the District. Furthermore, the District has established appropriate procedures to insure that non-members (i.e., vendors, suppliers, customers) doing business on District premises are also made aware of the intent of this policy.

III. Definition

A. Sexual Harassment – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment, or
2. Is used as a basis for volunteer employment decisions, or
3. Has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile, and/or intimidating working environment.

B. Harassment – Unwelcome verbal, physical or visual conduct of a racial, ethnic or other type that impairs a member's ability to perform the job or has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile, and/or intimidating working environment.

IV. POLICY

Mescal-J6 Fire District does not tolerate harassment in the workplace or during any work-related activity. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the EEOC (Equal Employment Opportunity Commission) regulations. Any member who engages in any of the acts or behavior defined above is in violation of District policy.

The District shall take disciplinary action when an individual is determined to have violated this policy. Such action shall include a range of disciplinary measures, up to and including termination.

The District enforces all Federal and State regulations relating to fair and proper treatment of all members.

Any activity by anyone, male or female, that makes a member feel that he or she is being harassed shall not be tolerated. When working, members are expected to exercise good judgment and avoid the creation of situations that could cause another person to feel threatened or uncomfortable. In addition, foul and vulgar language is offensive to some people and is not acceptable.



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Conduct that may be intended as “innocent” may still constitute harassment if it falls within the terms of this policy. If any member expresses concern that certain conduct or behavior in the workplace may have violated this policy, it is crucial to respect such concerns. While this policy is not intended to interfere with or discourage friendships among members, all members must be sensitive to acts or conduct in the workplace that may be considered offensive by others.

Any person who believes any member of the District has been subjected to objectionable conduct by another member or anyone doing business with the District is required to bring the matter to the attention of management.

V. PROCEDURE FOR REPORTING COMPLAINTS OF HARASSMENT

Individuals who have a complaint of harassment are encouraged, but not required, to advise the offending party. In so doing, the offending party should be told the specifics of the complaint and that if the offensive actions do not cease, that the individual will file a formal complaint of harassment.

If an individual feels it is necessary, he may bring forth a complaint of harassment of any type to the attention of management via one of the following options:

- A. A volunteer officer, or
- B. The Fire Chief.

Regardless of who receives the initial complaint, the Fire Chief shall be notified as soon as is reasonably possible by the person receiving the initial complaint. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Board Chairman.

Investigation and handling of the complaint of alleged harassment shall be handled as a highly sensitive personnel matter. All communications regarding this subject shall be kept in confidence to the greatest extent possible, understanding that the investigative process may require some additional discussion. The findings shall be documented in writing and the results of the investigation shall be communicated to the involved parties.

Any person, who, in good faith, brings forth a complaint of harassment, shall be free from any form of retribution or reprisal on the part of management or other members. Likewise, any person who participates in good faith in the investigative process shall be free from any form of retribution or reprisal on the part of management or other members.

If a member is found to have made a false and pretentious complaint of harassment or to have deliberately provided false information in an investigation, the member shall be subject to disciplinary action, up to and including termination.

Approved by the Mescal-J6 Fire District Governing Board on July 6, 2015. Replaces February, 2012