



MANAGEMENT POLICY

POLICY NUMBER:
102.07

SUBJECT:

Harassment/Sexual Harassment

EFFECTIVE DATE:
May 11, 2009
REVISED DATE:

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

The policy applies to all Members of the Rio Verde Fire District. Members shall include employees, volunteers, and board members of the Rio Verde Fire District. Furthermore, the District has established appropriate procedures to insure that non-employees (i.e., vendors, suppliers, customers) doing business on District premises are also made aware of the intent of this policy.

III. Policy

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission (EEOC) regulations. The District enforces all Federal and State regulations relating to fair and proper treatment of all employees.

A. 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 member is determined to have violated this policy. Such action shall include a range of disciplinary measures, up to and including termination.

B. Any activity by anyone, male or female, that makes an 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 member to feel threatened or uncomfortable.

C. 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. In addition, foul and vulgar language is offensive to some people and is not acceptable in the workplace.

D. Any member who believes he/she or any other member has been subjected to objectionable conduct by another member or anyone doing business with the District shall bring the matter to the attention of management. Failure to comply with this reporting requirement shall be grounds for disciplinary action, up to and including dismissal.

IV. Definition

A. Sexual Harassment

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct:
 - a) Is made explicitly or implicitly a term or condition of employment
 - b) Is used as a basis for employment decisions
 - c) Has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile, and/or intimidating working environment.

B. Harassment

1. 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.

V. Procedure

A. Complaints of harassment of any type shall be brought to the attention of management via one of the following options:

1. The member's immediate supervisor, or
2. The Deputy Chief, or
3. The Fire Chief, or
4. The Administrative Assistant

B. The normal use of chain of command is not required in bringing forth a concern of harassment. Regardless of who receives the initial complaint, the Fire Chief shall be notified on the same day by the person receiving the initial complaint.

C. If the complaint is against the Fire Chief, or a Fire Board member the member or applicant also has the option to notify the Chairman of the Fire Board.

D. If the complaint is against the Chairman of the Fire Board, the Clerk of the Board should be notified.

E. 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 handled with extreme discretion.

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

G. If a member is found to have made a false and pretentious complaint of harassment, or to have deliberately provided false information during the investigative process, the member shall be subject to disciplinary action, up to and including dismissal.