



## **POLICY AGAINST HARASSMENT:**

All Florissant Fire Protection District (FFPD) personnel (employees, volunteers, and Board Members) have a responsibility for keeping our work environment free of harassment. Anyone who feels they have been harassed must report it to the Department Chief. Anyone who witnesses an incident of harassment should report it to the Department Chief. When the Chief becomes aware of the existence of harassment, he/she is obligated by law to take prompt and appropriate action, whether or not the victim wants them to do so. If the complainant does not feel comfortable with reporting the harassment to the Chief, alternates will be: Officer, any Board Member, or the District Administrator.

The FFPD is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic is prohibited. The FFPD will not tolerate harassment, sexual harassment or retaliation in the workplace whether committed by officers, volunteers or visitors. Each individual is responsible for fostering civility, for being familiar with this policy and for refraining from conduct that violates this policy.

### **For purposes of this policy, harassment is defined as:**

1. Behavior which is directed at an individual because of his/her gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or any other legally protected characteristic, which may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, emails, letters, notes or other forms of communication; and, any conduct that may create an intimidating, hostile or offensive working environment.

2. Sexual harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

(a) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for evaluation or advancement; or

(b) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may include, but is not limited to: unwelcome sexual advances; demands/threats for sexual favors or actions; posting, distributing, or displaying sexual pictures or objects; suggestive gestures, sounds or stares; unwelcome physical contact; sending/forwarding inappropriate emails of sexual or offensive natures; inappropriate jokes, comments or innuendos of a sexual nature; obscene or harassing telephone calls, emails, letters, notes or other forms of communication; and any conduct of a sexual nature that may create a hostile working environment on the basis of a person's gender.

Retaliation against an individual who complains of discriminatory harassment under this policy is strictly prohibited.

Intentionally making false and/or malicious harassment allegation is strictly prohibited, as well as providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action to include warning, suspension or immediate discharge. It shall not be retaliation for disciplinary action to be imposed against any person who is found to have violated this policy.

### **Responsibilities under this Policy**

The FFPD is committed to enforcement of this policy. Individuals who are found to have violated this policy will be subject to disciplinary action.

1. All individuals are expected to conduct themselves in a manner consistent with this policy.
2. Personnel who believe that they have been subject to harassment must report such conduct, in writing, as soon as possible to the Fire Chief. Individuals who witness what they believe may be harassment of another should report their concerns as soon as possible to the Fire Chief. If individuals do not feel comfortable with reporting the harassment to the Chief, alternates will be: an Officer, any Board Member or the District Administrator.
3. Reports of harassment will be treated in a confidential manner to the extent possible, given the need for a full and fair investigation.
4. Fire Chief and Board of Directors will implement corrective action where, after completing the investigation, it is determined corrective action is indicated, up to and including termination.
5. The FFPD is responsible for ensuring the consistent application of this policy.

### **INVESTIGATIVE PROCEDURE**

An investigation by the Chief will be conducted with the complainant in an effort to determine the actual facts of the complaint. The Fire Chief (or designated alternate) will interview the complainant and will utilize harassment investigation checklists (see attached). Files will be maintained by the Fire Chief. The Chief will also interview any witnesses and document those interviews. After the interviews the Chief will present a summary of facts to the Board, along with his recommendation of action.

If the complaint cannot be rectified, the Fire Chief will initiate an investigation by a committee consisting of the Fire Chief, one Board Member, and one Firefighter or Fire Corps. member. If the Fire Chief is personally involved, the investigation committee will consist of Board Members. If a Board Member is personally involved, District Counsel will investigate.

FFPD will investigate complaints of harassment, but may reject anonymous complaints. Such investigations will be conducted discreetly and as confidentially as circumstances allow. Informal discussion and resolution will be the preferred method of handling complaints.

Any person who, after an appropriate investigation of charges made against him or her, is found to have harassed another member will be subject to disciplinary action. Appropriate disciplinary action is at the discretion of the Chief and the Board, given the circumstances. In cases where no discrimination or harassment is found to exist, then no action except an investigation will occur.

Required training to be completed every year. If completed by place of employment bring proof to be add to personal file.

By signing this you have read and understand this policy.

---

Printed Name

---

Signature

Date

This document was review 09/07/2023