

## POLICY

It is the policy of the District to prohibit all forms or manner of harassment of any employee, volunteer, visitor, or patron and to provide a workplace environment free from harassment based on disability, national origin, age, race, color, religion, or gender which weaken morale and interfere with work efficiency and productivity.

Harassing conduct may result in disciplinary action up to and including termination.

## RESPONSIBILITY

It is the responsibility of **every volunteer, Director, and employee, including but not limited to, the District Manager, Fire Chief, and fire officers** to ensure that harassment does not occur in the workplace, and to maintain an environment free of harassment. Actions such as the following could be interpreted as harassment and shall be avoided:

1. Name-calling;
2. Slurs;
3. Negative stereo-typing;
4. Threatening behavior;
5. Humor or jokes about a disability, national origin, age, race, color, religion, gender or genetic information;
6. Written or graphic harassing graffiti, illustrations, visual or printed material displayed or circulated at or on District property.

It is the responsibility of **employees, volunteers, and Directors** who believe that they have been or are being subjected to harassment, solicitation, or overtures while working at the District may, without fear of retaliation or publicity, complain or discuss the matter with the Personnel Officer, a fire officer, District Manager, Fire Chief, or District President.

After receiving notice or knowledge of any act or conduct of harassment, it is the responsibility of **every volunteer, Director, and employee**, including but not limited to, the **District Manager, Fire Chief, and fire officers**, to notify the Personnel Officer.

It is the responsibility of the **Personnel Officer** receiving notice or knowledge of any act or conduct of harassment, to work with the parties involved to correct the situation as efficiently and confidentially as possible.

### PRACTICES

1. The Board, District Manager, Fire Chief, and all fire officers shall manage their areas in a way that discourages any form of harassment and shall monitor their areas to identify subtle harassment situations.
2. District employees, volunteers, and Directors, while conducting District business, shall refrain from coercive behavior that hinders the work environment and the career, salary, position, assignment, or job of an employee, volunteer, or Director.
3. Any aggrieved employee, volunteer, or Director shall bring harassment to the attention of the Personnel Officer, a fire officer, District Manager, Fire Chief, a Director, or District President.
4. If aggrieved employees, volunteers, or Directors are not satisfied with the resolution of matters, they shall follow the practices outlined for grievances in Employee Grievances Policy 624.
5. Equal Employment Opportunity Complaint procedures, i.e., for harassment complaints, discrimination complaints, etc., shall be available on the District's website, on the bulletin board in each District facility, and by contacting the Personnel Officer.
6. Questions regarding harassment concerns, procedures, etc. can also be directed to the Personnel Officer.

### RELATED POLICIES

Employment Definitions 118  
Employee Conduct 524  
Sexual Harassment 566  
Disciplinary Process 621  
Employee Grievances 624

### REVISION HISTORY

Revision Date	Author	Revision Details
May 05, 2021	Monte Olsen	Initial version