

POLICY

It is a prohibited practice for any District Director, whether elected or appointed, the District Manager, Fire Chief, the fire officers, or any person exercising authority in the employment process to:

- A. Discriminate in favor of or against any person on the basis of genetic information, race, color, gender, religion, creed, national origin, age, handicap, sexual orientation, disability, political affiliation or belief; or for family or personal reasons not appropriately related to legitimate job requirements, business purposes, or bona fide occupational qualifications (BFOQs);
- B. Receive or accept any gift, favor, personal service or items of value in exchange for or as a condition to any employment related action;
- C. Offer, grant, or provide any special treatment, preference or other consideration to any person in the employment process which is not generally available, pursuant to District Policies and Practices, to all persons in like or similar situations;
- D. Obstruct or attempt to obstruct the employment of any person or the exercise or application of any District Policy or Practice, or employment action in any manner unrelated to legitimate job requirements, business purposes or BFOQs;
- E. Arrange, encourage, conceal or maintain employment or employment actions which result in nepotism;
- F. Do, condone, or conceal any act or course of conduct which directly causes or creates a work environment which causes any person to participate in, or to suffer harassment from, genetic prejudice, sexual contact or conduct, racial prejudice or slurs, or ethnic prejudice or slurs; or to request, suggest or require the acceptance of or the performance of any sexual conduct or attitude, racial prejudice, or ethnic prejudice, as part of or condition to any employment or employment action;
- G. Solicit, directly or indirectly, or to condone or conceal solicitation of any gift, contribution, personal service, or business transaction from any person in the employment process unless specifically approved by District Policies and Practices.

- H. Take any action, or to condone or conceal any action taken, in retaliation against any person in the employment process for the legitimate exercise by that person of any legal right or the exercise by that person of any process or procedure established by the District Policies and Practices;
- I. pursuant to the Missouri Clean Indoor Air Act of 1992, refuse to hire, or to terminate, any individual, or to otherwise disadvantage any individual, with respect to terms or conditions of employment because the individual uses lawful alcohol or tobacco products off the premises of the District during hours such individual is not working for the District, unless such use interferes with the duties and performance of the employee, their coworkers, or the overall operation of the District; and
- J. Request, require, or purchase the genetic information of employees or any of their family members.

#### RESPONSIBILITY

It is the responsibility of any **District Director**, whether elected or appointed, the **District Manager, Fire Chief, the fire officers, or any person exercising authority in the employment process** to report violations of prohibited practices to the **Personnel Officer** or **District President** or their designee.

It is the responsibility of the **Personnel Officer** or **District President** or their designee to investigate all reported violations of prohibited practices to ensure appropriate action is taken.

#### RELATED POLICIES

Equal Employment Opportunity 206  
Employment 218  
Applicant Complaints 606

#### STATUTORY REFERENCES

Missouri Clean Indoor Air Act of 1992  
Genetic Information Nondiscrimination Act (GINA)

#### REVISION HISTORY

| Revision Date | Author      | Revision Details |
|---------------|-------------|------------------|
| May 13, 2021  | Monte Olsen | Initial version  |