

POLICY

It is the policy of the District to prohibit all forms or manner of sexual harassment of any employee, volunteer, visitor, or patron and to provide a workplace environment free from unsolicited and unwelcome sexual overtures which weaken morale and interfere with work efficiency and productivity.

Sexually 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 sexual solicitations, contacts, and harassment does not occur in the workplace, and to maintain a environment free of sexual harassment. Actions such as the following could be interpreted as harassment and shall be avoided:

1. Unwelcome sexual advances and propositions;
2. Offensive flirtations with sexual overtones;
3. Sexual innuendos;
4. Obscene or suggestive comments;
5. Humor or jokes about sex or gender-specific traits;
6. Graphic comments about an individual's body;
7. Sexually suggestive or explicit 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 for the District may, without fear of retaliation or publicity, complain or discuss the matter with the Personnel Officer, fire officer, District Manager, Fire Chief, or District President.

After receiving notice or knowledge of any act or conduct of sexual 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 sexual 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 sexual harassment and shall monitor their areas to identify subtle sexual harassment situations.
2. District employees, volunteers, and Directors, while conducting District business, shall refrain from coercive sexual 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 sexual harassment complaints or concerns to the attention of the Personnel Officer, a fire officer, District Manager, Fire Chief, a Director, or the 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 sexual harassment complaints, retaliation 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 sexual harassment concerns, procedures, etc. can also be directed to the Personnel Officer.

RELATED POLICIES

Employment Definitions 118
Employee Conduct 524
Non-Sexual Harassment 569
Disciplinary Process 621
Employee Grievances 624

REVISION HISTORY

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