



## **FOREST LAKES FIRE DISTRICT SEXUAL HARRASSMENT POLICY NUMBER 0006**



### **Purpose**

It is the policy of the Forest Lakes Fire District to maintain a workplace free from any form of harassment, including sexual harassment. No person (including co-workers, supervisors, customers, suppliers, vendors and patients) has the right to harass or intimidate any employee of the Forest Lakes Fire District on the basis of race, sex, national origin, religion or disability.

### **Definitions**

Sexual Harassment is defined as any unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to, or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual
- Such conduct has the purpose or effect of unreasonable interference with the individual's work performance or creating an intimidating, hostile or offensive working environment.

### **Policy**

Individuals who feel that they have been sexually harassed or know of any such sexual harassment is required to immediately report this to their supervisor, or to the Board, if a supervisor is involved. Any complaint not resolved to the reporting employee's satisfaction must be reported to the Board of the Forest Lakes Fire District.

The Forest Lakes Fire District is committed to investigate each complaint and take appropriate corrective action on all confirmed violations of this policy.

The Forest Lakes Fire District will not allow any reprisal by any employee or supervisor against any complaining employee or corroborating witness.


The Forest Lakes Fire District will take no adverse action against employees or witness on the basis of good faith use of the complaint procedures in the policy. No manager, supervisor or other employee or the Forest Lakes Fire District has the right to retaliate against any employee because of a good faith report complaint of sexual harassment in accordance with this policy.



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Approved by the Forest Lakes Fire District Board on: 09-21-2019.

  
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John Hennessey, Clerk