



Pine-Strawberry Fire District

Employee Relations

3-3

Subject: Prohibition of Harassment

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I. Policy:

A. In order to provide a safe and productive environment for all members, applicants, visitors, and others with whom we do business, or serve, PSFD policy, Federal and State laws, professional respect and common courtesy prohibit harassment or intimidation in any form in the workplace.

II. Definitions:

A. Harassment means conduct such as slurs, jokes, intimidation, false accusation, offensive material, or other verbal or physical attacks upon a person because of race, color, religion, sex, age, national origin, disability, veteran status, political affiliation, sexual orientation, other characteristic, or for any other reason. This includes but is not limited to.

1. Unwanted physical contact or conduct of any kind, including sexual flirtation, touching, advances, or propositions.
2. Verbal harassment, demeaning, insulting, intimidating, or sexually suggestive comments, jokes, lewd comments about an individual or a group of individuals.
3. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
4. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages, pictures, and/or videos (such as emails, instant messaging, and internet materials)

B. Sexual harassment means physical, verbal or nonverbal conduct, unwelcome sexual advances, request for sexual favors, other verbal or physical conduct of a sexual nature when:

1. Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating intimidating, hostile, or offensive work environment.

4. If a manager and/or supervisor engage in sexual harassment, it is considered Quid Pro Quo which means giving something in return for getting something.

C. Hostile Environment is defined by the EEOC as having the purpose or effect of unreasonably interfering with an individual's work performance, morale, and/or creating an intimidating, hostile, or offensive work environment, that can affect the individual's ability, performance, desire to come to work or to work.

D. Intimidation is defined as the action, act or appearance of causing fear in order to persuade an individual(s) to act in a specific way.

III. Practice:

A. All members will conduct themselves in a professional manner which respects others, and are expected to maintain a productive work environment that is free from harassing or disruptive activity.

B. This policy applies to all business or related interaction between members, applicants, supervisors, managers, individuals we serve, vendors, visitors, etc.

C. Members are expected to exercise common courtesies and respect for others.

D. Any behavior or action which is unduly coercive, offensive, intimidating, or harassing towards an individual for any reason is inappropriate, strictly prohibited and may result in disciplinary action up to and including termination.

E. Any member who believes they are being harassed is urged to say "No" clearly and firmly and/or inform the person they feel they are being harassed and to tell them to stop.

F. If the inappropriate behavior continues, the member should report it to any supervisor, the Fire Chief or Fire Board member.

G. The member who has a complaint or allegation regarding any type of harassment should report it to any supervisor, the Fire Chief, or Fire Board Member

1. Any applicant, vendor, visitor or individual we serve that believes they have been subject to any form of harassment should file a complaint with any supervisor, the Fire Chief, or Fire Board Member.

H. Members, supervisors, the Fire Chief and Fire Board members must consider allegations of harassment a serious matter and take appropriate action.

I. When any supervisor, the Fire Chief or Fire Board member become aware of a harassment complaint, the matter will be investigated per policy in a discreet, confidential and timely manner in order to minimize work disruption.

J. The investigator will consider the facts of the case, report findings to the appropriate authority to take immediate corrective action per policy, in the interest of the district and the persons involved.

K. PSFD prohibits any form of retaliation against member(s) for bringing a good faith complaint or providing information about a harassment investigation.

1. Disciplinary action may be taken against any member for knowingly filing a false complaint or providing false information.

2. Individuals filing false complaints or providing false information may be subject to legal action.

L. All members will complete mandatory training on sexual harassment and inappropriate behavior in the work place.