

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS-GEN – 405

Harassment Policy

Page 1 of 4

Issued: January 11, 2005

Revised: September 9, 2014

1. It is the Policy of the Yamhill Fire Protection District that harassment based on an employee's/volunteer's race, creed, color, national origin, age, sex, marital status, religious affiliation, or the presence of a physical, sensory, or mental disability, will not be permitted. Prohibited harassment includes comments, slurs, jokes, innuendos, cartoons, pranks, physical harassment, or any similar activities which are derogatory based on the employee's/volunteer's protected class membership, or which are promoted by the employee's/volunteer's protected class membership. Harassment also includes any negative actions toward an employee/volunteer based upon that employee's/volunteer's participation in activities identified with, promoting the interests of a protected group. Sexual harassment, whether on-or-off-duty, includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature. In addition, all such sexual conduct, whether welcome or not, is absolutely prohibited while an employee/volunteer is on duty. No personnel decisions shall be based upon an employee's/volunteer's response to such harassment. The district regards duty-related harassment as a serious transgression and reason for discipline or discharge.
2. Employees and volunteers have the right to be free from such harassment, either from co-workers or supervisors while on or off the job. Harassment is prohibited by state and federal anti-discrimination laws where:
 - a. Submission to such conduct is either explicitly or implicitly a term or condition of employment or volunteer status, or
 - b. Submission to or rejection of such conduct by an individual is used upon the basis for decisions relating to the individual's employment or volunteer status, or.
 - c. Such conduct has the purpose or effect of interfering with an individual's work or volunteer's performance or creating an intimidating, hostile, or offensive working environment.

It is the policy of the district that all employees and volunteers are prohibited from engaging in the harassment of any member of the department.

Regarding Harassment

1. Should an issue of harassment be raised, all related matters would be kept confidential to the extent possible throughout the investigation, counseling, and disciplinary stages. Any department head receiving notice of harassment shall notify the Fire Chief, in writing, who will then direct an investigation and ensure that the charge is resolved appropriately.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS – 405

Harassment Policy

Page 2 of 4

Issued: January 11, 2005

Revised: September 9, 2014

2. Any employee/volunteer who feels harassed under this policy or is aware of the harassment of another employee/volunteer is urged to report this to an immediate supervisor, the Fire Chief. The report may be formal or informal.

A formal report shall include a written statement.

3. If the individual believes he or she is being harassed by the Fire Chief, or other officer, and is uncomfortable in discussing the matter with the Fire Chief, or if he/she is unavailable, the person involved shall notify the chairman of the board of directors.
4. No complainant shall be retaliated against, in any way, for complaining of harassment.

Investigation of Complaints

1. When the Fire Chief is notified of alleged harassment, he or she will notify the district's legal counsel and will promptly investigate the complaint. The first pre investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will include interviews with the directly involved parties, and where necessary, any other parties who may have observed the alleged harassment or who may be similarly situated with the complaining party (such as department members who may be able to testify to their experience with the person who is accused of the harassment).
2. The investigator shall cause the person accused of harassment to be advised of the allegations and afford him/her an opportunity to reply to the allegations orally or in writing. The accused employee/volunteer shall also be advised that any retaliatory conduct by him or her shall be subject to disciplinary action regardless of the truthfulness of the original allegations of harassment. The results of the investigation shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the district to modify its policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action to taking any disciplinary action. The report will also include any recommendations to remedy any harm, which was suffered if the evidence shows that the employee/volunteer alleged to have been affected by sexual harassment was injured or harmed.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS – 405

Harassment Policy

Page 3 of 4

Issued: January 11, 2005

Revised: September 9, 2014

3. A report that finds reasonable cause for disciplinary action will be maintained in the personnel file of any employee/volunteer subject to discipline. The employee/volunteer may place in the employee's/volunteer's file a statement of rebuttal or correction. For this section, a former employee/volunteer may also present such statement.
4. Where a complaint cannot be substantiated, a general warning shall be made to all employees and volunteers regarding the possible ramifications of a substantiated harassment complaint and all employees and volunteers will be asked to review the sexual harassment policy.

Distribution

A copy of this policy shall be distributed to all department members. A copy will be provided to all future department members during orientation.

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

OPERATIONS

OPS – 405

Harassment Policy

Page 4 of 4

Issued: January 11, 2005

Revised: September 9, 2014

Acknowledgement of Harassment Policy

I, _____, as a member of Yamhill Fire Protection District, agree to read and understand the Harassment Policy of Yamhill Fire Protection District. By signing this acknowledgement, I understand that any willful deviation from these guidelines, or violation of the harassment policy, may result in disciplinary action as set forth in these guidelines.

Date: _____

Signature: _____