

Buechel Fire Protection District

District Policies

DP-0003

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Title: **Sexual Harrasment Policy**

Approval Date – 6-6-1996

Section	Instruction
	<p>It is illegal and against the policies of the Buechel Fire Protection District for any member or employee; male or female, to sexually harass any other member or employee by:</p> <ol style="list-style-type: none"><li data-bbox="285 646 1377 758">1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact (of a sexual nature), a condition of an employee's or members continued employment.<li data-bbox="285 793 1230 867">2. Making submissions to or rejection of such conduct the basis for employment or membership decisions affecting the person.<li data-bbox="285 903 1370 976">3. Creating an intimidating, hostile or offensive working environment by such conduct. <p>The above situations are only some examples of sexual harassment and are not the means of sexual harassment. If you believe that you have been sexually harassed, it is your responsibility to report the alleged act to your immediate supervisor or the Chief promptly. Should the complaint involve your immediate supervisor or the Chief of the district, the employee or member should report the incident to the Chairman of the Board of Trustees. This requirement for reporting does not take the place of and is not an implication that the employee or member cannot file a formal complaint with the appropriate agency within the statutory time limit. A thorough investigation of all complaints will be undertaken immediately by the fire district.</p> <p>Following appropriate investigation, any employee or member who has been found by the fire district to have sexually harassed another employee or member will be subject to appropriate sanctions, ranging from a written reprimand in the person's personnel file, up to including termination depending on the circumstance. The complainant will be advised of the resolution of the complaint.</p> <ol style="list-style-type: none"><li data-bbox="285 1709 1383 1892">4. As outlined previously, all forms of harassment are prohibited, including sexual harassment. Each member or employee has the responsibility to maintain the district and its operations free of any form of harassment. No member or employee is to threaten or insinuate either explicitly or implicitly that another member's or employee's refusal to submit to sexual advances

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5.	will adversely affect that person's evaluation, advancement or any other aspect of their membership. Other sexually harassing conduct is also prohibited, including: a. Sexual flirtations, touching, advances or propositions. b. Verbal abuse of a sexual nature. c. Graphic or suggestive comments about an individual's dress, body or sexual preference. d. Sexually degrading words to describe an individual.
6.	Sexual harassment includes harassment between members of the opposite sex or members of the same sex.