

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Harassment policy

Date Issued: April 10, 2012

Date Effective: April 10, 2012

Revised: January 2020 – format only

Review Date: January 2020

PURPOSE

The Jay Fire District is committed to maintaining an environment of mutual support and respect for people and expressly prohibits any form of discrimination or harassment in the workplace. This includes discrimination or harassment based on race, color, religion, national origin, gender, age, marital status, physical or mental disability, veteran status, military service, citizenship status, sexual orientation, or any other category protected by federal, state, or local law, regulation, or ordinance.

DEFINITION

Harassment includes, but is not limited to slurs, negative stereotyping or threatening, intimidating or hostile acts, or written graphic material that shows hostility toward an individual in the fire district's premises.

POLICY

Sexual harassment is unlawful. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include:

1. Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment/membership;
 - b. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's membership/employment.
 - c. Such conduct has the purpose or effect of creating intimidating, hostile, or offensive working environment.

d. Such conduct unreasonably interferes with the work performance of an individual or group.

2. Offensive comments, pictures, calendars, any written material, any offensive screen savers or online searches, jokes, and other sexually orientated statement.

3. All members are responsible for creating and maintain an atmosphere free of harassment, sexual or otherwise, including conduct couched in purposeful insubordination meant to disrupt and undermine operations and respecting the rights of their co-workers.

PROCEDURE

If you experience any harassment or witness any harassment, or believe you have been treated in an unlawful, discriminatory manner, you may report the incident to any of the Chief Officers or members of the Board of Fire Commissioners.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners