

CLEARFIELD FIRE DEPARTMENT POLICY AGAINST SEXUAL AND OTHER HARRASSMENT

a. General Prohibition on Discrimination and Harassment

Clearfield Fire Department is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex (with or without sexual conduct), race, color, age, religion, disability, ancestry, national origin, veteran status, and protected activity (i.e., opposition to prohibited discrimination or participation in the company or statutory complaint process) consistent with applicable laws.

All members should respect the rights, opinions, and beliefs of others. Harassment of any person by anyone in the station--- officer, volunteers, or any members --- because of a person's sex (with or without sexual conduct), race, color, age, religion, disability, ancestry, national origin, veteran status, and protected activity (i.e., opposition to prohibited discrimination or participation in the company or statutory complaint process) is strictly prohibited, whether directed at an volunteer, student, vendor, or officer. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies to all volunteers, supervisors, officers, and directors of Clearfield Fire Department.

b. Sexual Harassment Defined

Sexual harassment may include any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature. These requests, advances, or sexual conduct constitute unlawful sexual harassment when:

- They are membership conditions- the submission to such conduct is made a term or condition of employment: or
- They are membership consequences- the submission to or rejection of such conduct is used as a basis for membership decisions affecting the individual: or
- They are offensive job interferences- the conduct has the purpose or effect of unreasonably interfering with a members work performance or creating an intimidating, hostile, or offensive working environment.

c. Sexual harassment Prohibited

No one may threaten or imply that a member submission to or rejection of sexual advances will in any way influence any decision about that member's membership, advancement, duties, assignment, compensation, or other terms or conditions of membership.

John J. Wilson, Jr. *James R. Seay* *Michael J. Meyer*

No one may take any personnel action based on a member's submission to or rejection of sexual advances.

No one may subject another member to any unwelcome conduct of a sexual nature. Unwelcome conduct of a sexual nature includes: 1) unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and 2) unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. The intentional receipt or transmission of pornographic or sexually explicit jokes, photographs, cartoons, or other material via Department computer equipment from or through the Internet or via electronic mail is also strictly prohibited under this policy.

A member's conduct will be considered unwelcome and in violation of this policy when the employee initiating the conduct knows or should know the conduct would be unwelcome to the person subjected to it.

d. Other Harassment

No one may harass anyone because of that person's race, color, age, religion, ancestry, national origin, disability or veteran status. Examples of conduct prohibited by this policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

e. Making Complaints and Reporting Violations

If you believe you are the victim of harassment, you are requested and encouraged to make a complaint to any officer to whom you feel comfortable complaining. You are encouraged to report alleged harassment within 24 hours before it becomes severe or pervasive. You are not required to complain first to the person who is harassing you.

Similarly, if you observe harassment of another member, you are requested and encouraged to report this to an officer, as well. No reprisal, retaliation, or other adverse action will be taken against any member for making in good faith a complaint or report of harassment, or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to any officer.

f. Investigation of Complaints and Reports

We will promptly, thoroughly and impartially investigate any complaint or report or a violation of this policy. A thorough investigation may only take a few days, but may also take several weeks in some cases. We will protect the confidentiality of information involving individuals involved in harassment allegations to the greatest extent possible, but the company cannot guarantee complete confidentiality since it cannot conduct an effective investigation without revealing certain information to others, including potential witnesses. Such information may be shared with those who have a need to know.

John J. Wilson, Jr. James R. Seay

g. Penalties for Violations

The Department will take prompt disciplinary and remedial action if the Department's investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to discharge from membership.

A complaint or report that this policy has been violated is a serious matter. Dishonest complaints or reports are also against our policy, and the Department will take appropriate disciplinary action if our investigation shows that deliberately dishonest and bad faith accusations have been made.

h. Additional information

If you have any questions about this policy, you are encouraged to contact any Officer for additional information.

John J. Wilson, Jr. *James R. Gray* *Michael J. Murphy*