

# Spring Creek Volunteer Fire Department

## Policy Prohibiting Harassment, Including Sexual Harassment

The purpose of this policy is to clearly establish the Spring Creek Volunteer Fire Department's commitment to provide a work environment free from harassment.

The Spring Creek Volunteer Fire Department is comprised of members who join together committed to providing the highest quality service for the citizens of and visitors of the Spring Creek Community. Job based harassment, including sexual harassment, is a significant violation of the basic principle of mutual respect, and is not tolerated within our department. In short, it becomes a question of how people are treated in the workplace.

Harassment includes verbal or physical conduct that puts down, is negative toward, or shows favoritism or hostility toward an individual (and/or the individual's relatives, friends, or associates) because of race, color, religion, sex, national origin, age, veteran or military status, marital status, sexual preference, and disability, etc. In general, harassment has the purpose or effect of (1) creating an intimidating, hostile, or offensive work environment, (2) unreasonably interfering with an individual's work performance, or (3) otherwise adversely affecting an individual's employment opportunities.

Conduct deemed to be inappropriate and prohibited under this policy, may include, but is not limited to:

\*epithets, slurs, negative stereotyping, threats, intimidation, and hostile acts that are related to race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, or any other reason.

\*written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, veteran or military status, marital status, sexual preference, disability, etcetera.

\*the explicit or implicit threat or use of authority to suggest that the terms of an individual's employment (quid pro quo--one thing in return for another), promotion, physical safety, or safe passage can be adversely affected, improved, continued, or modified, in return for unwelcome sexual favors by any member of the Spring Creek Volunteer Fire Department.

\*any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, (e.g., unwanted touching, pats, squeezes, massages, brushing up against someone's body, sexual jokes, sexual remarks about a person's about a person's body or sexual activities, sexual pictures or cartoons, suggestive looks or leers, etc.) which is repeated, a term or condition of employment, or comments or actions that substantially

contributes to an unprofessional work environment, or interferes with required task, career opportunities, or learning.

Any member of the Spring Creek Volunteer Fire Department who believes in good faith that he or she has been harassed or has witnessed harassment should formally report the incident to his/her Supervising Officer, Assistant Fire Chief, or Fire Chief. The Fire Chief is to be advised immediately of any complaint. Retaliation against individuals who bring forward complaints is prohibited, and should be reported and dealt with in the same manner as the alleged harassment.

Individuals who in good faith believe they have been harassed by third-parties on Spring Creek Volunteer Fire Department premises or in the course of conducting Spring Creek Volunteer Fire Department business should also report the behavior as provided in this policy.

It is the responsibility of each member to exercise personal leadership, and vigilance in civil behavior through adherence to this policy, and the responsibility of each officer and supervisor to enforce this policy at all times. It is imperative that every member treat every other member so as to facilitate a sound professional work environment.

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Shannon F. Allen, Fire Chief

Date

Adopted 8/07

I, \_\_\_\_\_ have received a copy of the Spring Creek Volunteer Fire Department's Policy Prohibiting Harassment, Including Sexual

Harassment. I understand that harassment will not occur while performing my duties as a volunteer with the Spring Creek Volunteer Fire Department and I agree to abide by this policy. Furthermore, I agree to be subject to necessary disciplinary action should a complaint occur.

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Member Signature

Date

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Witness Signature

Date