



# CENTRAL JOINT FIRE DISTRICT

## Standard Operating Procedure

SUBJECT: Harassment Free Workplace

SOP Number: 142A  
Effective Date: 4/15/00  
Revised Date:  
Approved:

**PURPOSE:** The purpose of this standard is to define the standard conduct of all members of the Central Joint Fire District.

**SCOPE:** This standard applies to all members of the Central Joint Fire District.

**ENFORCEMENT:** Enforcement of this standard rests with the Fire Chief and Subordinate Officers of the Central Joint Fire District.

### APPLICATION:

#### 142A.1 General

The Central Joint Fire District is committed to maintaining an environment that is non-threatening and free of discrimination and harassment for all persons. Any form of harassment or discrimination based on such factors as a person's age, race, sex, religion, national origin, or disability is expressly against district policy and in violation of Ohio and Federal laws, including Ohio Revised Code Sec. 4112 et. Seq. And Title VII of the Civil Rights Act of 1964, 42 U.S. Code Sec. 2000 (e) et seq.

This policy applies to all members of the Central Joint Fire District. Officers and other supervisors shall be held to very high standards of conduct, in recognition of the U.S. Supreme Court holding that an employer is subject to vicarious liability to victimized members for permitting a sexually hostile or discriminating work environment created by a supervisor with immediate (or successively higher) authority over members.

#### 142A.2 Workplace Harassment

No member may harass another because of that person's age, race, sex, religion, national origin, or disability.

Racial harassment includes the use of racial slurs and jokes, and other inappropriate verbal or physical conduct of a racial nature. Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment

- 2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual
- 3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

#### 142A.3 Making a Complaint and Reporting Violations

Although the District is committed to protecting members from harassment and offensive behavior, we cannot protect members from such behavior if we are unaware that it is occurring. It is the responsibility of any member who has been the subject of harassment or has become otherwise aware of its occurrence to report the incident immediately. If you are the victim of harassment or discrimination, you should immediately make a complaint to the District, either in writing or verbally. Similarly, if you observe harassment of another member, you should report it promptly. It is suggested that you complain first to the person who harassed you in order to stop the behavior, however you are not required to complain first to this person. You may complain to the Officer in Charge at the time of the incident, or any other Officer, or to the Fire chief. All Officers are required to promptly advise the Fire Chief or any complaint or report of harassment or discrimination.

No retaliation, intimidation, or other adverse action will be taken against a member for making, in good faith, a complaint or report, or for assisting, in good faith, the investigation of any such complaint. Any suspected retaliation should be reported immediately.

Remember that both the complainant and the member accused of harassment or discrimination are entitled to a fair hearing. A complaint or report that this Policy has been violated is a serious matter. Dishonest and bad faith complaints or reports are a violation of this Policy, and the District will take appropriate disciplinary action if its investigation shows that a dishonest and bad faith accusations have been made.

#### 142A.4 Investigation of Complaints

The District will promptly and thoroughly investigate any complaint or report of a violation of this Policy. The investigation will be conducted under the direct supervision of the Fire Chief, with the highest possible degree of sensitivity and confidentiality. Once an investigation has been completed and a determination has been made as the validity of the claim, appropriate disciplinary action will be taken, and the complainant will be informed of the decision.

#### 142A.5 Penalties For Violation

The District will take prompt disciplinary and/or remedial action if its investigation shows a violation of this Policy. Depending on the circumstances, the disciplinary action may range from verbal warning to dismissal.

#### 142A.6 Additional Information

If any member has questions or concerns about harassment or discrimination in the District, including whether certain conduct may have violated this policy, you are encouraged to contact the Fire Chief.