

- * The District will not permit any person to be adversely affected in good standing within the District as a result of his or her having brought a complaint of sexual harassment so long as such complaint was in good faith.
- * The Fire Chief shall conduct an investigation into the facts of the case and document them accordingly.
- * The Fire Chief will make findings based on the facts of the case as presented or may request additional investigation be performed. Further action will be based on the factual findings of the investigation.

Harassment Complaints

A. Special Considerations

1. The recipient of harassment usually feels embarrassment and is reluctant to discuss his/her complaint with someone who is the same gender as the harasser.
2. The recipient will seldom state the he/she has been harassed. Instead, the person may request some change in his/her assignment or make a vague reference to feeling uncomfortable around someone in the organization.
3. In most harassment situations, the recipient is satisfied if the harassment stops.
4. When you learn the identity of the alleged harasser, do not respond with "He/she wouldn't do that," "You must have misunderstood," or "That's how he/she is".
5. There is no stereotypical recipient of harassment.
6. Do not ask any questions or make any statements that imply that the complainant somehow caused the harassment to occur.

B. When Receiving A Complaint

1. Listen non-judgementally and be patient.
2. Acknowledge and reflect back to the fire fighter his/her feelings.
3. If you are uncomfortable, embarrassed, or find it difficult to talk about the harassment situation, tell the fire fighter. Emphasize that you are concerned about the fire fighter's situation and that you want to help.
4. Determine the specifics of the harassment situation by asking these types of questions (they are not intended to be inclusive):
 - a) "What did he/she do that was unwelcome?"
 - b) "Please give me specific examples of how/what the person did."
 - c) "What did you do when he/she did that?"
 - d) "How did you feel about what he/she did?"
 - e) "Did you tell him/her that his/her behavior was unwelcome?"
 - f) "Did anyone see what happened?"
 - g) "Do you have any evidence or documentation (i.e. unwelcome cards, notes, gifts, etc..)"
 - h) "Has this behavior occurred before? Please explain."
 - i) "When and where did the harassment occur?"

Talking With The Alleged Harasser

A. Important Considerations

1. There is no stereotypical harasser. Harassers can be: Good family people; dependable people; are attractive; short or tall; thin or heavy; quiet or outgoing; rough looking or neat; wear a hard hat or tie; and range from young to senior citizen.
2. A harassment situation very seldom resolves itself.

3. Once you have knowledge that a harassment situation is occurring, you have a responsibility to take appropriate corrective action.
4. It is important to be unbiased when resolving a harassment situation.
5. Talk with the alleged harasser privately and be direct about the purpose of your meeting.
6. Tell the fire fighter that you have received a complaint concerning his or her behavior. Explain that this is only an allegation and that you want to hear his or her side of the story.
7. Explain what the allegation(s) is(are) and ask, "Did you do that behavior?" Discuss each allegation separately and determine if the person did or did not do that behavior.
8. Document everything.

Felton Fire Protection District
Harassment Memorandum

1. Harassment is Forbidden By Law

Harassment violates the provisions of both State and Federal law. Felton Fire Protection District does not tolerate harassment.

2. Definition of Harassment

Harassment includes unwanted sexual advances, visual, verbal or any physical conduct of an offensive nature.

Some examples of sexual harassment include making sexual comments; bringing sexually suggestive, sexually demeaning or pornographic material to read, display or view at the fire station (visual harassment); sending suggestive or obscene letters, notes or invitations; discipline or retaliating against another person because that person has complained about or resisted sexual harassment.

Some examples of verbal harassment include abusive language; threats; cussing; demeaning, discouraging words; gossip.

Some examples of physical harassment include battery; pushing or bumping; inappropriate touch.

3. Complaint Procedure

Complaints of harassment may be filed orally or in writing to the Fire Chief, Assistant Chief, or the Duty Officer. The Fire Chief will carry out inquiry and/or discipline.

4. Penalty for Committing Harassment

First proven offense of physical assault or sexual assault will result in dismissal. Other forms of harassment will result in non-disciplinary counseling for the first offense and dismissal on the second offense.

5. Rules of Thumb

'Never miss an opportunity to keep your mouth shut.'

Keep your hands to yourself.

If you think it might be offensive, it probably is.

Golden Rule, 'Do unto others as you would have them do unto you.'

Felton Fire Protection District
HARASSMENT COMPLAINT FORM

Name:

Date:

Please describe the harassment in detail: (Attach additional sheets to paper if this is not enough space)

Please identify all witnesses by name and address (if known):

I hereby acknowledge and affirm that the Felton Fire Protection District has my permission to investigate this claim by contacting all witnesses, the alleged harasser and alleged victim. I further understand that the Fire Chief will conduct the investigation or an investigative officer designated by the Felton Fire Protection District.

Signature

**ACKNOWLEDGEMENT OF RECEIPT OF POLICY PROHIBITING
PERSONAL HARASSMENT**

I, _____, do hereby affirm and acknowledge that I have received the Felton Fire Protection District Harassment Policy. I have read the policy so as to understand and appreciate its contents.

I further understand and acknowledge that the harassment policy applies equally to all persons irrespective of rank, race, gender, and color of skin, sexual orientation and spiritual belief.

Dated: _____

Signature