

Egg Harbor Fire Department and First Responders Standard Operating Policy

SUBJECT: HARASSMENT POLICY

SOP 1202

PURPOSE: The purpose of this SOP is to establish a policy defining inappropriate conduct or behavior within the Department.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

The Egg Harbor Fire Department is an equal opportunity employer committed to maintaining a workplace free from discrimination. In keeping with this commitment, the Department **will not tolerate harassment** of any of its employees, based on gender, race, color, national origin, ancestry, religion, creed, age, disability, marital status, veteran's status, conviction or arrest record, or any harassment of a sexual nature.

Harassment means the use of verbal or physical conduct which: has the purpose or effect of creating an intimidating, hostile, or offensive employment environment; has the purpose or effect of unreasonable interference with an individual's job or rating; otherwise adversely affects employment opportunities.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Any employee who believes that he/she has been the subject of harassment should immediately report the matter in writing to the Fire Chief or if the harassment involves management it should be reported in writing to the Fire Commission.

The Egg Harbor Fire Department forbids retaliation against anyone for reporting harassment or otherwise assisting in the investigation of a harassment complaint. It is the policy of the Department to investigate all complaints of harassment thoroughly and promptly. The Egg Harbor Fire Department will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation. If the investigation confirms that harassment has occurred, the Egg Harbor Fire Department and Fire Commission will take appropriate disciplinary action, up to and including discharge.

SOP 1202: Page 1 of 1

Original Issue Date: 5-10-06

Last Review Date: 5-10-06

Last Change Date: 5-10-06