

Sugar Loaf Fire Department – Standard Operating Procedure			
Subject: Sexual Harassment Policy		SOP#:1.2.11	Revision: NA
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SLFPD Sexual Harassment Policy

It is the policy of SLFPD to prohibit the harassment of any member by any other member on account of that person's sex. SLFPD does not condone and will not tolerate Sexual Harassment by its members or the Sexual Harassment of its members by anyone, including any officer, member, vendor, or civilian.

Every member is expected and required to abide by this policy. Any member who violates this policy will be subject to appropriate disciplinary action—up to and including termination from the department.

Definition of Sexual Harassment

There are two categories of unlawful Sexual Harassment:

1. “This for That” or “Quid Pro Quo” Harassment:
 - Submission to sexual conduct is made either an explicit or an implicit condition of an individual's membership or treatment within the Department;
 - Submission to or rejection of sexual conduct is used as a basis for a decision affecting the member, which might either positively or adversely affect the member within the Sugar Loaf Fire Department, including decisions relating to assignments and other treatment of members.

2. “Hostile Work Environment” Harassment:
 - The harassment is severe or pervasive enough to unreasonably interfere with a member’s work performance or to create an intimidating, hostile, or offensive workplace.

Sexual Harassment can be communicated in any fashion. For example, unwanted physical contact, foul language, sexually oriented propositions, jokes or remarks, obscene gestures or the display of sexually explicit pictures, cartoons or other materials may create one of the two types of Sexual Harassment.

The Sugar Loaf Fire Department may also take steps to control conduct before it becomes unlawful Sexual Harassment. Therefore, conduct within any station or

during any department function shall be done in a professional manner and free of sexual conduct, gestures, photographs, or other methods of communication that might be considered offensive to another member.

Complaint Procedure

Any member who feels that he or she has been sexually harassed should immediately report the matter to a member of the SLFPD Board or the Fire Chief. Similarly, any member who believes that he or she has witnessed Sexual Harassment or who has reason to believe that Sexual Harassment is taking place should do likewise.

The SLFPD Board, in collaboration with the Department officers when appropriate, will handle all allegations of Sexual Harassment in a lawful manner to ensure that any such conduct does not continue. As a matter of routine, the SLFPD Board will investigate complaints of Sexual Harassment, but may reject anonymous complaints. Such investigations will be conducted as discreetly and as confidentially as circumstances allow. Informal discussion and resolution will be the preferred method of handling complaints. Disciplinary action against any perpetrator of sexual harassment will proceed according to the then-current policy for Disciplinary Procedure to the extent that such policy is consistent with the above mentioned principles, and the Department may impose discipline which does not follow progressive procedures if it determines such action is necessary or appropriate given the nature and severity of the offense.

In any event, the SLFPD Board will not permit any person to be adversely affected in membership with the Sugar Loaf Fire Department as a result of his or her having brought a complaint of Sexual Harassment so long as such complaint was made in good faith.