

Shepherd Tri-Township Fire Department SEXUAL HARASSMENT

Procedure:

The Shepherd Tri-Twp Department prohibits sexual harassment of employees or members of the public by any employee. Supervisors must refrain from any sexual harassment and must also be alert to stop any such conduct occurring our work place. Sexual harassment is a serious violation of the code of conduct of this department and will subject the violator to discipline up to and including discharge.

Sexual harassment is defined as unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
2. Submission to or rejection of such conduct communication by an individual is used as a factor in decisions affecting such individual's employment;
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or
4. Offensive employment environment.

An employee who believes he or she has been sexually harassed should immediately report such harassment. This also includes anyone who is an unwilling participant in a romantic relationship with another employee or member of this department. Such a report should be made to the chief or his designee.

The chief or his designee will conduct a thorough investigation of any sexual harassment complaint. This will be conducted in a reasonable time following the initial complaint. A decision regarding the complaint will be made as soon as possible.

At the conclusion of an investigation any party wishing to appeal would be able to go to the Shepherd Tri-Twp Fire Board.

Procedure Overview/Purpose:

To provide guidelines that affirms the department's commitment to providing a work environment free of any form of physical or verbal harassment.