



Rogers Fire Department Standard Operating Procedures

Policy Title:	Workplace Harassment		
Policy Number:	123	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	March 2009
CFAI Reference:	7C.2	CAAS Reference:	N/A
Revision Summary:	Created – March 2009 Formatted – May 2012		

PURPOSE

The purpose of this policy is to establish a policy incorporating the City's workplace harassment policy into fire department procedures.

POLICY

It is the policy of this department to provide a business-like work environment free from all forms of employee discrimination and workplace harassment.

No employee shall be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical that would be considered workplace harassment. Workplace harassment will be treated as misconduct. Appropriate sanctions will be taken against the employee found guilty of sexual harassment.

Definitions:

Employee - All Civil Service and general employees of the Rogers Fire Department and City of Rogers.

Sexual Harassment - Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Workplace Harassment – Unwelcome conduct related to a protected characteristic that negatively affects a person's working conditions.

Protected characteristic –A personal attribute or characteristic that under anti-discrimination laws may not be the basis for discrimination or harassment.

Federal law prohibits harassment based on sex, race, religion, national origin, age (40 years old or older), pregnancy and disability status.

Supervisor Responsibilities

Supervisors shall:

- Maintaining a business-like work environment free from all forms of employee discrimination including incidents of sexual harassment.
- Training their assigned employees in the definition and prevention of workplace harassment so the entire department has a common understanding.
- Initiating immediate disciplinary or remedial action, if warranted.
- Documenting observed or reported incidents of workplace harassment and immediately reporting via the chain of command up to and including the Fire Chief.
- Taking immediate action.

Reporting Procedures

An employee who believes he/she has been harassed shall report the entire matter to his/her immediate supervisor. It is the responsibility of the immediate supervisor to notify a chief officer and ensure that, ultimately, the fire chief is notified. It is the responsibility of the fire chief to ensure proper corrective action is taken and that the Human Resource officer is notified. An investigation will occur for all formal complaints.

Training

All new members of the fire department shall complete workplace harassment training within their first month of hire as prescribed in the fire academy requirements. Training provided to new employees shall be approved or provide by the city human resources department. Refresher training shall be provided to current employees as needed or prescribed.