

# SPOKANE COUNTY FIRE DISTRICT 8

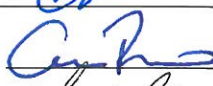
## Policy

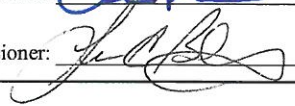
**P10.04.03  
Non-Discrimination /  
Harassment**



Adopted: 05/12/2015

Board Chair: 

Commissioner: 

Commissioner: 

### **Policy: Non-Discrimination / Harassment**

**Equal Employment Policies:** Spokane County Fire District 8 is an equal opportunity employer. The District complies with all applicable federal, state, and local laws that prohibit discrimination in employment. No person or member, no matter his or her title or position, has the authority, expressed, actual, apparent or implied, to discriminate against another member of Spokane County Fire District 8. This policy applies while on the job, while representing the District or during any District-related activity. Spokane County Fire District 8 will administer and conduct all personnel procedures including compensation, benefits, discipline, training, recreational and social activities, and safety and health programs in a non-discriminatory manner. Spokane County Fire District 8 will make all recruitment, placement, selection, training and layoff decisions based solely on job-related qualifications and abilities.

**Members with Disabilities:** We fully comply with our responsibility to provide, under the Americans with Disabilities Act, reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that affects your job performance you must let us know as soon as possible. We will then discuss with you the reasonable accommodations we may be able to provide to enable you to perform the essential functions of your job. If you become unable to perform the essential functions of your job, even with a reasonable accommodation, we will assist you in identifying and applying for other jobs in our District that become available and for which you are qualified.

**Harassment and Discrimination – No Tolerance:** Spokane County Fire District 8 expects members to foster a professional and congenial work environment. Accordingly, all members are expected to treat one another with courtesy, consideration and professionalism. The District prohibits any form of discrimination, including harassment, in the workplace. Discrimination, including harassment, based on an individual's sex, race, color, national origin, religion, age, marital status, sexual orientation, physical or mental disability, veteran status, genetic information, or any other characteristic protected by local, state, or federal law is prohibited by this policy and will not be tolerated. Conduct that demonstrates mutual respect is expected of all members in the workplace. Retaliation against any person who complains of discrimination, including harassment, in good faith, or who participates in an investigation, is also prohibited. This policy also applies to any District-sponsored activity, party, trip or program.

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Sexual harassment is one form of discrimination. Sexual harassment can be, but does not have to be, “sexual” in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed. Sexual harassment may include requiring a person’s submission to, or rejection of, sexual advances. Sexual harassment may also include a sexually abusive, intimidating, hostile, or offensive work environment that alters the terms and conditions of a person’s job. Other conduct that is not sexual in nature but will not be tolerated includes derogatory slurs, remarks, jokes or inappropriate conduct about an individual’s race, national origin, religion, age, marital status, physical or mental disability, sexual orientation, veteran status, generic information, or any other characteristic protected by federal, state or local law.

Some examples of the conduct the District prohibits include, but is not limited to:

1. Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts because of a member’s sex, race, national origin, religion, age, marital status, physical or mental disability, sexual orientation veteran status, genetic information, or any other characteristic protected by federal, state or local law.
2. Written or graphic material displayed or circulated in our workplace that denigrates or shows hostility or aversion toward an individual or group because of the member or group’s sex, race, national origin, religion, age, marital status, physical or mental disability, sexual orientation veteran status, genetic information, or any other characteristic protected by federal, state or local law.
3. Express or implied offers of any business related (i.e. raises or promotions) or non-business related benefits (i.e. gifts or trips) in exchange for sexual favors.
4. Display or use of inappropriate material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
5. Sexual comments or conduct, including, but not limited to, innuendos regarding sex, sexual jokes, sexual gestures, inappropriate sexual e-mail or voicemail messages, leering or stalking;
6. Unwelcome physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or clothes; and
7. Physical assaults on other members, including but not limited to rape, sexual battery, molestation, or any attempt to commit such acts.

These are only examples, and not a complete list, of conduct that is prohibited by the District.

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**Reporting Discrimination of Any Type:** Any member who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.

Any member who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it immediately to one of the following individuals: their supervisor, the Fire Chief or the Human Resources Manager.

Each reported incident of discrimination, including harassment, will be investigated. Although the District cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the employee will be informed that remedial action has been taken but may not be told information that the District deems to be confidential.

Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure. Anyone who believes in good faith that they are being retaliated against for reporting complaints under this policy or providing information in connection with an investigation under this policy must report his or her complaint(s) to the Fire Chief or the Human Resources Manager.

Supervisors and/or managers must report any incidents, or reports of incidents, of harassment, discrimination or retaliation to one of the following individuals: the Fire Chief or the Human Resources Manager.

Any member, including any supervisor and/or manager, found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

If any member expresses concern that your behavior may have violated this policy, please respect his/her concerns. Regardless of your intent, how others interpret your behavior is important.

This policy is not meant to interfere with or discourage friendships among members; however, members must be sensitive to acts or conduct that may be considered offensive by others. Because of the potential for miscommunication, misunderstandings and conflicts

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of interest, the District prohibits managers or supervisors to date those they supervise. This policy applies to all members who have the authority to supervise, appoint, remove, or discipline another member, or who are responsible for auditing the work of another member. Any member found to be in violation of this policy will be subject to discipline, up to and including termination of employment.