



EMPLOYEE RELATIONS

602.2 – ANTI-HARASSMENT – PROHIBITED CONDUCT/BEHAVIOR(S) POLICY

- 1. Policy Purpose:** The District promotes a productive work environment and prohibits and will not tolerate verbal, physical, written, or graphical conduct/behavior(s) that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment based on that person's race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, genetic information, domestic partnership, political affiliation, membership in the Nevada National Guard, or any other basis that is prohibited by law.

Policy Coverage: This policy is applicable to all employees (represented and non-represented, part-time (hourly), temporary/casual/seasonal, provisional, volunteers, as well as contract workers) of the East Fork Fire Protection District.

Adopted Date: 12/18/2018

Revised Date: N/A

Policy #: 602.2

- 2. Policy:**

- A. Prohibited Conduct – Behavior(s):**

The District will not tolerate and prohibits any form of harassment, including any conduct/behavior(s) on the part of employees, volunteers, clients, customers, vendors, contractors, etc., that impairs an employee's ability to perform his/her duties. Examples of prohibited conduct/behavior(s) include, but are not limited to:

- Offensive verbal communication including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
- Offensive written communications including, but not limited to, notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.

- Offensive gestures, expressions and graphics including leering, obscene hand, finger, or body gestures, sexually explicit drawings, derogatory posters, photographs, cartoons, drawings, or displaying sexually suggestive objects or pictures.
- Physical contact when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
- Expectations, requests, demands, or pressure for sexual favors.
- Retaliation for opposing, reporting or threatening to report harassment, or for participating in a harassment investigation, proceeding or hearing.

3. Dealing with allegations of discrimination and/or harassment and prohibited conduct and behavior:

Please see policy number 602.3 and Form# 602.3F for the steps on reporting allegations of discrimination and/or harassment or prohibited conduct and behavior(s).

4. Training:

The District will provide training every two (2) years to all employees on the prevention of discrimination and prohibited conduct/behavior(s) in the workplace. All new employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. New employees will participate in training on the prevention of discrimination and prohibited conduct/behavior(s) within thirty (30) days of hire. A copy of this policy will be made available to applicants upon request.

5. Policy Additional Definitions:

Retaliation - Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation is prohibited and will not be tolerated.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.