

Fire District #13, Inc.

Employee Handbook

Section 2 – NON-DISCRIMINATION

2.1	EEO.....	2
2.2	ADA Compliance.....	2
2.3	Sexual Harassment.....	4

2.1 EEO

Equal Employer Opportunity Statement

This department believes that equal opportunity for all employees is important for the continuing success for our organization. In accordance with state and federal law, this department will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or non-job-related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

2.2 ADA COMPLIANCE

This department welcomes applications from people with disabilities and does not discriminate against them in any way. This department complies with the Americans with Disabilities Act (ADA) of 1990. For example, by....

- Considering all applicants with disabilities for employment using the same criteria as are used for the employment of persons without disabilities.
- Considering employees with disabilities for promotions using the same criteria that are used for the promotion of employees without disabilities.
- Taking steps to make its facilities barrier-free and accessible according to appropriate federal and state statutes.
- Making scheduling and other adjustments to reasonably accommodate employees with disabilities.
- Educating employees to the fact that individuals with disabilities are employed by the department and should not be discriminated against.
- Posting notices explaining the provisions of ADA and staff rights under the law.

2.3 SEXUAL HARASSMENT

This department will not tolerate sexual harassment of its employees. This means that the following behaviors are grounds for disciplinary action, including termination:

- unwelcome sexual advances
- requests for sexual act or favors
- insulting or degrading sexual remarks or conduct directed against another employee
- threats, demands or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances
- retaliation against employees for complaining about such behaviors
- any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.

Any person who has a complaint of sexual harassment against a superior, a co-worker, a vendor or a person we serve should bring the problem to the attention of this department. Complaints may be raised with any of the following person:

1. Individual's Station Officers
2. Assistant Chief – Operations
3. Fire Chief
4. President, Board of Directors

This department prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints will be investigated and handled as confidentially as possible in the manner described below:

Complaints of sexual harassment will be investigated as promptly as possible. The allegations of the complaint and the identity of the persons involved shall remain confidential, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy.

The investigation will include, but will not be limited to, discussion with both parties and witnesses. Where appropriate, a report shall be forwarded to the Fire Chief or appropriate authorities with recommendations concerning remedial action, if necessary. The Fire Chief or appropriate will review the recommendation, determine the corrective action, if any, notify all parties of its decision and implement that decision.

In November 1993, the US Supreme Court ruled that a staff member does not have to show proof of severe psychological harm to collect damages in a sexual harassment lawsuit. Instead, the Court ruled that all he or she must show is that reasonable person would be offended by the situation, and that it interferes with the ability to do his or her work.