



**GALENA FIRE DEPARTMENT
Policy and Procedure Manual**

#11

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Revised:
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DISCRIMINATION

Discipline

Any member found to have violated this policy shall be subject to appropriate disciplinary action, including warnings, counseling, reprimand, and up to suspension or termination, according to the findings of the complaint investigation and consistent with departmental disciplinary policies. If an investigation reveals that discrimination or harassment has occurred, the accused may also be held legally liable for his/her actions under state or federal anti-discrimination laws or in separate legal actions.

Retaliation

Any Member bringing a discrimination or harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of membership, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and disciplined.

Complaint Procedure and Investigation

The Fire Chief, or designee, will serve as the Discrimination or Harassment Liaison. All such complaints of discrimination or harassment and retaliation for reporting or participating in an investigation shall be directed to the Fire Chief, or to a supervisor of your choice, either in writing by filling out the *GFD Harassment/Discrimination Complaint Form* or by requesting an individual interview. All complaints shall be handled as confidentially as reasonably possible. The Discrimination or Harassment Liaison will notify the City Human Resource Director and assist to investigate and resolve complaints involving violations of this policy. The Chief of the Department, or designee, will recommend the appropriate sanctions to be imposed against violators.

Training

The Galena Fire Department will establish on-going and as-needed training sessions for all members concerning their rights to be free from discrimination and sexual harassment and the legal options available if a member is discriminated against or harassed. In addition, training sessions will be held for all supervisory personnel, educating them in how to keep the workplace as free from discrimination and harassment as possible, as well as the proper manner and process in handling discrimination and harassment complaints.

NOTE: While a form of discrimination, Sexual Harassment will be addressed in detail in Policy #12.