



**GALENA FIRE DEPARTMENT  
Policy and Procedure Manual**

**#12**

Effective: 01jan14  
Revised:  
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\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
Date

**SEXUAL HARASSMENT**

The Galena Fire Department is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is illegal under both state and federal law and will not be tolerated. GFD continues to apply a zero tolerance policy to sexual harassment, as well as all other forms of discrimination.

This policy applies to all phases of employment including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, termination, rates of pay, benefits and selection for training, travel or company social events. This policy will be part of the GFD Recruit Orientation Program. A copy of this policy will be available within the fire station and on department computers to all members to freely review the document at his/her convenience.

**Prohibited Behavior**

Prohibited sexual harassment includes unsolicited and unwelcome contact with sexual overtones. This includes:

- Written contact, such as sexually suggestive or obscene letters, notes, and invitations, or via any form of social media.
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions.
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse.
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence or affect the career, salary or work environment of another employee.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect an employee's job prospects. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because an employee has declined a personal proposition. Offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties, recommendations or reclassifications in exchange for sexual favors is forbidden.



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**Harassment by Non-Employees**

The Galena Fire Department will take all reasonable steps to prevent or eliminate sexual harassment by non-members including customers, suppliers, city employees, contracted employees, and any other party having contact with our employees for any purpose.

**Monitoring**

The Galena Fire Department shall take all reasonable steps to insure that this policy prohibiting sexual harassment is followed by all employees, supervisors, and others who have contact with our members. This prevention plan will include training sessions and on-going monitoring of the workplace.

**Discipline**

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

**Retaliation**

Any Member bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, 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 Sexual Harassment Liaison. All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be directed to the Sexual Harassment Liaison, 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 possible. The Sexual 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 sexual harassment and the legal options available if they are harassed. In addition, training sessions will be held for all supervisory personnel, educating them in how to keep the workplace as free from harassment as possible and in how to handle sexual harassment complaints.