


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: Membership SUBJECT: Harassment & Discrimination	S.O.P: 102.06
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	Approved By:	Effective Date: December 1, 2012
		Revision Date:

Purpose:

Harassment and/or discrimination will not be tolerated within the SFD. The following defines both and describes how complaints will be handled.

Definitions:

Harassment / Discrimination is intimidation by threats of or actual physical violence, the creation by whatever means of a climate of hostility or intimidation, or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing a person.

Prohibition is harassment /discrimination due to an individual's race, color, national origin, age, religion, marital status, political beliefs, gender, or disability is prohibited at all times on department property and off department grounds during department sponsored events or activities. Department staff shall provide for a prompt and equitable resolution of complaints concerning harassment / discrimination.

Procedure:

I. General

Members who believe that they have been a victim of an act of harassment / discrimination or who have observed members being victimized shall, as soon as reasonably practicable, inform the Chief or immediate supervisor in writing.


1. Investigation of allegations of harassment/discrimination to commence as soon as circumstances allow, but no later than 5 working days of submission of the original written complaint. A written report of all findings in the investigation shall be completed within 30 calendar days, unless additional time is necessary due to the matter being investigated by a law enforcement or government agency. The Chief may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within 5 working days of submission of the written investigative report, methods to correct and prevent reoccurrence of the harassment/discrimination. If corrective action is not required, an explanation shall be included in the report.

II. Prohibited Conduct

Examples of conduct and/or actions prohibited under this policy include, but are not limited to the following:

1. Name calling, stories, jokes, pictures, or objects that are offensive to one's gender, race, color, national origin, religion or disability.
2. Unwanted touching, sexual advances, requests for sexual favors and spreading sexual rumors.
3. Members of one's gender being subjected to remarks of the other gender in the context of the workplace.

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4. Impeding the work of a member by questioning the ability to do the required job based on gender, race, sex, color, religion, national origin or disability.

III. Confidentiality

Department members involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of all parties involved.

IV. Appeal

Upon the completion of the investigation and correction of the conditions leading to the harassment/discrimination, any party may appeal any part of the finding and/or corrective actions to the Chiefs/Mayor's office.

V. Retaliation Prohibited

No one shall retaliate against any member who files a written grievance, assists, or participates in an investigation, proceeding, or hearing regarding the charge of harassment / discrimination of an individual, or because he/she opposed the language or conduct that violates this policy.

VI. False Complaints

False or malicious complaints of harassment / discrimination may result in disciplinary action taken against the complainant.