

A. GENERAL PERSONNEL POLICIES

1. Equal Employment Opportunity

The Fire Department is an Equal Opportunity Employer (EOE). Our policy with respect to decisions affecting all terms and conditions of employment or service is to treat applicants, employees and volunteers without regard to race, creed, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status, disability and veteran status, or any other classification protected by applicable law, except where such considerations are bona fide occupational qualifications permitted by law. The Fire Department will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment or service, including recruitment, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Employees or volunteers with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and/or any of the Commissioners. Employees can raise such concerns without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination and/or retaliation will be subject to disciplinary action, up to and including termination of employment or service.

2. Workplace Anti-Harassment Policy

1. It is the policy of the Fire Department to prohibit harassment in the workplace based on sex, race, national origin, religion, age, color, sexual orientation, physical or mental disability, and other classifications protected by applicable law.

2. Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made a condition of employment or service; or
- submission or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of substantially interfering with work performance, or creating or maintaining an intimidating, hostile or offensive environment.

3. Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; display of sexually suggestive objects or pictures.

4. Sexual harassment may include harassment between individuals of the same gender.

5. Harassment based on sex, race, national origin, religion, age, color, physical or mental disability, and other legally protected classifications exists in instances such as when:

- Negative statements, jokes, insults, and/or offensive pictures or drawings are directed to an employee or volunteer because of his or her sex, race, national origin, religion, age, color, physical or mental disability, or other legally protected classifications.

6. This policy applies to all employees and volunteers, and to conduct engaged in by fellow employees, volunteers, supervisors, and outside vendors, suppliers, customers and others not directly connected to the Department. This policy prohibits employees, volunteers, supervisors, outside vendors, suppliers, customers and others not directly connected with the Department from harassing the Fire Department employees or volunteers in violation of this policy.

7. The Fire Department encourages the prompt reporting of all perceived incidents of harassment, regardless of who the alleged offender may be.

8. If you are a witness to, or believe that you have experienced harassment based on your sex, race, national origin, religion, age, color, physical or mental disability, or other legally protected classification, then you should immediately notify your supervisor. If, for any reason you are uncomfortable speaking with your supervisor, you may report the incident to any of the Commissioners.

9. All reports of harassment will be investigated promptly and thoroughly by a person who is not involved in the alleged harassment. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the entire investigation to protect the privacy of the individuals involved.

10. An employee or volunteer will not be subject to retaliation, intimidation, or discipline as a result of making a complaint of harassment or providing information in connection with another's complaint.

11. If the Fire Department's investigation confirms that harassment or other improper behavior has occurred, the Department will take swift, appropriate action. Such action may include, for example, training, referral to counseling, or disciplinary action, such as warnings, reprimands, reassignment, suspension, or discharge.

12. The complaining individual will be informed of the results of the Department's investigation.

**ACKNOWLEDGMENT OF RECEIPT AND
REVIEW OF ANTI-HARASSMENT POLICY**

I, _____ [print name], have received the Deptford Fire Department's Workplace Anti-Harassment Policy. I have reviewed it and am familiar with the standards of behavior that are expected of me and of the procedures for filing a complaint should I feel that my right to be free of harassment and/or discrimination has been violated.

Date

Employee/Volunteer Signature