

## **Fair Treatment Policy**

### **PURPOSE**

The purpose of this policy is to describe each member's rights and responsibilities regarding their interactions with other members of the Fire Department.

### **POLICY**

The Holbrook Volunteer Fire Department is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

To this end, Holbrook Volunteer Fire Department maintains a strict policy prohibiting discriminatory practices, including harassment, on the basis of sex, race, color, national origin, religion, physical or mental disability, sexual orientation, marital status, age, veteran status or any other characteristic protected by applicable law.

This prohibition applies to all members. No member of the Fire Department is expected to tolerate any conduct prohibited by this policy from anyone while performing duties for the Fire Department or at any Fire Department Activities.

### **Prohibited Harassment**

Prohibited harassment includes, but is not limited to, the following examples of offensive conduct relating to the characteristics described above:

- Verbal conduct such as threats, epithets, derogatory comments or slurs.
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
- Written communications containing statements that may be offensive to individuals, such as racial or ethnic stereotypes or caricatures.
- Physical conduct such as assault, unwanted touching or blocking normal movement
- Retaliation for reporting harassment, threatening to report it, or for participating in an investigation into harassment allegations.

### **Prohibited Sexual Harassment**

In particular, sexual harassment prohibited by this policy includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- submitting to such conduct is a term or condition of membership;
- the purpose or effect of such conduct is to unreasonably interfere with an individual's participation or create an intimidating, hostile or offensive environment.

Conduct that is considered sexual harassment includes, but is not limited to:

- Offering membership benefits in exchange for sexual favors.
- Retaliating, or threatening retaliation, when sexual advances are rejected.
- Visual conduct such as leering, making sexual gestures or displaying electronically or in hard copy sexually suggestive objects, pictures, cartoons, calendars or posters.
- Verbal conduct such as derogatory comments, epithets, slurs, sexually explicit jokes or comments about an individual's body or dress.
- Communications of a sexual nature distributed in hard copy or electronically.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assault or impeding or blocking movements.
- Retaliation for reporting harassment, threatening to report it, or for participating in an investigation into harassment allegations.

Sexual harassment can occur between members of the same sex. It is unlawful and against Fire Department policy for males to sexually harass females or other males and for females to sexually harass males or other females.