

This operating policy establishes the ENFD policy regarding equal opportunity and provides a means for reporting infractions of this policy.

A. Policy

1. The Fire District will not tolerate comments, jokes, and statements made toward any employee of this Fire District that are directed toward such member's race, religion, ethnic origin or sex.
2. The Fire District regards harassment in any form as a misuse of authority delegated to any employee.

B. Reporting Procedures

1. If an individual feels that he or she is being harassed or discriminated against then he or she has the obligation to inform the offending party that he or she finds such actions, comments or behavior to be harassing or discriminatory and request such conduct to stop.
2. If an individual continues to feel that he or she is being discriminated against or harassed because of race, religion, ethnic origin or sex after informing the other party as outlined in paragraph B.1. of this policy. Then he or she shall report such incident to the Officer in Charge. If the Officer in Charge is involved, then such individual is to report the incident to another fire department officer.
3. This report will be written, and should provide sufficient information to start an investigation.

C. Investigation Procedures

1. The officer receiving the information shall inform the Fire Chief that there has been a complaint filed involving discrimination or harassment.
2. The Fire Chief shall appoint an Investigating Officer to do a thorough interview with all persons involved.
3. The Investigating Officer shall prepare a written report of the investigation to include the following as a minimum: charges; person charged; persons interviewed; findings; and any recommendations the Investigating Officer determines to be warranted.
4. If the charges are substantiated, the matter shall be referred to the Fire Chief for disciplinary action.

D. Punishment

1. The first offense shall receive a written letter of reprimand and the employee shall be placed on probationary status for six months.
2. A second offense will result in the termination of the employee.

3. Documentation of the investigation into charges of harassment and any letters of reprimand on harassment will become a permanent part of the employees personnel file if the charges are substantiated

E. Training

1. All new employees shall receive training on equal opportunity within the first thirty days of joining the Fire District.
2. All personnel shall receive annual refresher training on equal opportunity.
3. The training shall be documented in each member's personnel file.