

**City of Winter Park Fire-Rescue
Standard Operating Guideline**

100.07

Title: Workplace Harassment Policy

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Purpose: To establish a policy incorporating the City's workplace harassment policy into the Fire Department SOG procedures.

Scope: This policy is designed to parallel the City of Winter Park's policy on Workplace Harassment.

General: It is the policy of this department to provide a business-like work environment free from all forms of employee discrimination and workplace harassment.

No employee shall be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical, that would be considered workplace harassment. Workplace harassment will be treated as misconduct. Appropriate sanctions will be taken against the employee found guilty of sexual harassment.

100.07.01. Definitions:

Employee - All Civil Service and general employees of the Winter Park Fire Department.

Sexual Harassment - Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Workplace Harassment – Unwelcome conduct related to a protected characteristic that negatively affects a person's working conditions.

Protected characteristic –A personal attribute or characteristic that under anti-discrimination laws may not be the basis for discrimination or harassment. Federal law prohibits harassment based on sex, race,

religion, national origin, age (40 years old or older), pregnancy and disability status.

100.07.02. Responsibility of Command and Supervisory Personnel:

- maintaining a business-like work environment free from all forms of employee discrimination including incidents of sexual harassment.
- training their assigned employees in the definition and prevention of workplace harassment so the entire department has a common understanding.
- initiating immediate disciplinary or remedial action, if warranted.
- documenting observed or reported incidents of workplace harassment and immediately reporting via the chain of command up to and including the Fire Chief.
- taking immediate action.

100.07.03. Reporting Procedures:

An employee who believes he/she has been harassed shall report the entire matter to his/her immediate supervisor or his/her Division Commander. If the report is made to the immediate supervisor, the immediate supervisor shall **immediately** report the entire matter to the Division Commander. The Division Commander shall then **immediately** report the entire matter to the Harassment Grievance Counselor or the Fire Chief. In all cases, the Fire Chief shall learn of the matter the same day of the initial report, or, if off duty or unavailable, on his/her first succeeding duty day. The Fire Chief, after being notified, shall notify the City Manager.

100.07.04. Investigating Procedures:

Management will conduct a formal investigation into all allegations of sexual harassment.

100.07.05. Personnel Training:

New Employees:

All new members of the agency shall complete Workplace Harassment training within their first month of hire as prescribed in the *1st Month Requirements*. Said training shall be of the curriculum and/or through a training program as prescribed by the City.

Refresher for Current Employees:

Based on the current curriculum and/or training program currently prescribed by the City, current members of the agency shall regularly complete any refresher programs dealing with Workplace Harassment as assigned.