

Coldspring Excelsior Fire and Rescue

Standard Operating Policies

6565 County Road 612 NE

Kalkaska, MI 49646

Section 1.15

Sex Harassment Policy

Sexual or Other Harassment:

1. It is our policy that there shall be no harassment of any of our employees on account of sex or because of any other classification protected by law.
2. Harassment is an insidious practice.
3. It demeans individuals and creates unacceptable stress for the entire organization.
4. Significant costs are involved and morale is adversely affected. Work effectiveness declines.
5. Persons harassing others will be dealt with swiftly and vigorously.
6. Any employee who violates this policy is subject to disciplinary action up to and including discharge.

What To Do If You Believe Discrimination Or Harassment Has Occurred:

1. Any incident or situation that you believe involves illegal discrimination or harassment, sexual or otherwise, by any Department member or non member on our premises over whom we have control, should be brought to the immediate attention of Chief, fire officer or the Fire department board.
2. It is your obligation as an employee to do so.
3. Any supervisor or manager who becomes aware of any possible harassment should immediately advise the Chief Officer and Fire department board.

4. Chief Officer and Fire department board will handle such matters in a lawful manner to ensure that such conduct does not continue.
5. No person will be adversely affected in employment with the department as a result of bringing complaints of harassment.
6. Such incidents or situations will be investigated and any corrective action that the department determines is appropriate will be taken, up to and including discharge.
7. Any individual who intentionally makes a false claim of harassment is subject to discipline, up to and including termination.