

<p style="text-align: center;"><b>TOWNSHIP FIRE DEPARTMENT</b> <b>CHAPTER 1: ADMINISTRATIVE OPERATIONS</b></p>
<p>Part 2: Administrative Policies Subject: Illegal Harassment Policy Page 1 of 4 Effective Date: 07-01-95</p> <p style="text-align: right;">Section: 1-2-12 Revised Date: 02-15-04</p>

Part 2: Administrative Policies  
Subject: Illegal Harassment Policy  
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Effective Date: 07-01-95

Section: 1-2-12  
Revised Date: 02-15-04

12.01 Purpose. To provide a policy regarding illegal harassment.

12.02 Goal. To define illegal harassment and explain what is expected from Township Fire Department members regarding illegal harassment.

12.03 Background.

- A) Federal and state equal employment opportunity laws require the establishment of a harassment-free environment in the work place and in the places where services are offered. Moreover, it is good business practice to establish a policy and procedures to prevent illegal harassment and to address situations when it is suspected, alleged or proven, and it may interfere with work performance or service delivery or it may create a hostile environment.

12.04 Definitions.

- A) Harassment is illegal when it is a form of discrimination based upon age, disability, national origin, race, ancestry or ethnic background, color, record of arrest or conviction which is not job related, religious belief or affiliation, sex or sexual orientation, marital status, military participation and political belief or affiliation.
- B) Harassment is defined as any unwanted offensive or threatening behavior that is linked to one or more of the above characteristics when:
- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or eligibility for services.
  - 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or service decisions affecting such individual.
  - 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or of creating

an intimidating, hostile or offensive work or service delivery environment that adversely affects an individual's opportunities.

- C) Harassing behavior based on the above-protected characteristics may include, but is not limited to, demeaning or stereotypical comments or slurs, ridicule, jokes, pranks, name calling, physical or verbal aggression, gestures, graphic materials, cartoons, physical contacts, explicit or implicit threats separate from supervisory expressions of intention to use the disciplinary process as a consequence of continued inappropriate behavior, malicious gossip or any other activity which contributes to an intimidating or hostile work environment.
- D) Sexually harassing behavior is unwelcome behavior of a sexual nature toward men or women which may include, but is not limited to, physical contact, sexual advances or solicitation of favors, comments or slurs, jokes, pranks, name calling, gestures, the display of offensive sexually graphic materials that are not necessary for business purposes, malicious gossip, and verbal or physical behaviors which explicitly or implicitly have a sexual connotation.
- E) Hazing is a form of illegal harassment which can include repeated harassment or persecution involving the performance of meaningless, unnecessarily difficult, uncalled for or humiliating tasks, or initiation by exacting humiliating performances or playing practical jokes on other employees.

The negative action defined in this section, when based upon an employee or client's participation in activities identified with or promoting the interests of a protected group also constitute harassment.

#### 12.05 Commitment.

- A) The Board of Directors of Township Fire Department, Inc. is committed to the provision of a professional, harassment-free environment to the applicants, firefighters and staff of TFD, Inc., and to all persons who seek or receive services from TFD, Inc.

#### 12.06 Statement of Policy.

- A) It is the policy of TFD, Inc. that all applicants, firefighters, staff and

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persons who seek or receive services from TFD, Inc. as well as the public and employees of other agencies shall be treated with respect

in a professional environment free from harassment and hostility. Harassment infringes upon the right of all employees to experience respect for their efforts, to develop positive interpersonal relationships in the work place, and to carry out their responsibilities effectively. Harassment infringes upon the right of all persons who seek or receive services to experience respectful, professional, unbiased treatment.

- B) Conduct that has the effect of interfering with the work performance of others or which creates an intimidating, hostile or offensive environment for any person covered by this policy is prohibited and shall not be tolerated. Persons who engage in harassment or hazing of others on the basis of age, disability, association with a person with a disability, national origin, race, ancestry or ethnic background, color, record of arrest or conviction which is not job related, religious belief or affiliation, sex or sexual orientation, marital status, military participation and political belief or affiliation, violate state and/or federal laws and this policy, and will be subject to discipline up to and including termination. Any person who permits individuals under his/her supervision to engage in such harassment whether such acts were authorized or forbidden, or whether TFD, Inc. or its agents knew or should have known of their occurrence, also violates state and/or federal law and this policy. Any person who allows the harassment of an individual covered by this policy by another person without intervening or reporting the harassment is condoning such activity, and shall be subject to appropriate discipline in accordance with this policy. Any allegation of harassment or hazing that comes to the attention of an officer or supervisor must be investigated and resolved.
- C) In addition, behaviors which may be considered abusive, disorderly or disruptive in violation of a work rule of the TFD, Inc., will not be tolerated, regardless of whether the form of conduct violates state and/or federal laws.
- D) Any person protected by this policy who believes that he or she is the object of harassment or hazing should attempt to communicate to the offending party that the behavior is unwelcome and should stop. If the problem cannot be resolved at this level, or if the person is not comfortable attempting resolution directly with the offending party, he or she should contact the supervisor and/or any officer or board member.

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12.07 References.

- A) Wisconsin Fair Employment Act, Chapter III, Subchapter II.
- B) Wisconsin State Statutes.
- C) Title VII, Civil Rights Act of 1964, as amended.
- D) Title VI, Civil Rights Act of 1964, as amended.
- E) Rehabilitation Act of 1973, Sections 503 and 504, as amended.
- F) Americans with Disabilities Act of 1990.
- G) Equal Employment Opportunity Commission's Guidelines on Discrimination.

