



Lauderdale-By-The-Sea Volunteer Fire Department

S.O.P. Number: Article 100- Membership	Effective Date: October 1, 2010
Section: 109	
Subject: Sexual Harassment/ Harassment Policy	
By Order of the Fire Chief: Steven Paine	

Sexual Harassment/ Harassment Policy

The Lauderdale by the Sea Fire Department prohibits and does not tolerate sexual harassment in the workplace or during any Lauderdale by the Sea Fire Department-related activity. The Lauderdale by the Sea Fire Department provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No employee, members, third party, or board member, no matter his or her title or position has the authority to commit or allow sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature that unreasonable interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The Lauderdale by the Sea Fire Department prohibits and does not tolerate any employee, members, board member or visitor, male or female, to harass an employee/member or to create a hostile or intolerable working environment by exhibiting, committing or encouraging:

Direct or implied threats that submission to sexual advances will be a condition of employment or membership with the Lauderdale by the Sea Fire Department;

- Sexual explicit or pornographic material such as posters, calendars, pictures or objects;
- Unwelcome advances, including, but not limited to, requests, comments or innuendoes regarding sex, sexual jokes, gestures, statements, e-mail or voicemail messages, leering or stalking;
- Physical conduct that is sexual in nature, including, but not limited to touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes; and
- Physical assaults on other employees/members, including but not limited to rape, sexual battery, or any attempt to commit such acts.

The Lauderdale by the Sea Fire Department will take all allegations of sexual harassment seriously and determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. The Lauderdale by the Sea Fire Department will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report; will not be part of the investigative team. The Lauderdale by the Sea Fire Department reserves the right and provides notice that third parties may be used to investigate harassment claims.

Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may be violated this policy,



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please respect his/her concerns. Regardless of your intent, how others interpret your behavior is important.

This policy is not meant to interfere with or discourage friendships among members. However, members must be sensitive to acts or conduct that may be considered offensive by other members.

The Lauderdale by the Sea Fire Department prohibits retaliation made against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. The Lauderdale by the Sea Fire Department recognizes that making false accusations of harassment in bad faith can have serious consequences for those who are wrongly accused. The Lauderdale by the Sea Fire Department prohibits deliberately making false and/or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Reporting Procedure

If you are aware of sexual harassment taking place, you must immediately report to your direct supervisor. If you feel uncomfortable doing so or your direct supervisor is the source of the complaint, condones or ignores the harassment, immediately report to your supervisor's supervisor. If neither of these alternatives is satisfactory to you, then you should immediately direct your reports to the Chief, Fire Administrator or any Board member. You are not required to directly confront the person who is the source of your report before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make the harassment known to the Lauderdale by the Sea Fire Department.



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Form Acknowledging Receipt and Understanding of Anti-Harassment Policy

I acknowledge that I have received and read the anti-harassment policy and have had it explained to me. I also acknowledge that I understand that no employee, member, or third party, up to and including a Board member has the authority to commit sexual harassment.

I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of harassment as set forth in the anti-harassment policy, including not retaliating against any employee/member exercising his or her rights under the policy.

Employee's/Member's Printed Name

Employee's/Member's Signature

Name and Date: _____