

## TOWN OF WATERTOWN FIRE DEPARTMENT SEXUAL HARASSMENT POLICY

Sexual harassment violates Federal and State law and may subject the harasser to personal and/or criminal liability. In addition, it is the policy of the Town of Watertown Fire Department to maintain a working environment that is free from sexual harassment. As such, any form of sexual harassment is strictly prohibited and will result in the appropriate disciplinary action.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such 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 work environment.

Each chief officer shall take all reasonable efforts to ensure that sexual harassment does not occur. If any chief officer is aware, either by receipt of a formal or informal complaint or by observation, of any possible incident of sexual harassment, it shall be promptly be referred to the department's chief officer for investigation. Failure to refer any complaint or report of sexual harassment shall result in disciplinary action.

Any employee who feels that he or she is subject to sexual harassment at work from an officer, firefighter, or any other person in the the fire district, should immediately report the alleged incident to either that person's direct officer or to the chief.

Any third person with knowledge or belief of conduct constitutes sexual harassment should immediately report the alleged incident to his or her direct officer or the chief. In the event that the chief or direct officer is the alleged harasser, the report should be directed to the Chairperson of the Fire District Commissioner's. Reports may be made verbally or in writing.

All reports shall be confidential and disclosed only on a "need to know" basis, consistent with the departments obligation to investigate the report and take the appropriate action.

All reports shall be immediately and objectively investigated by the chief, and a selected committee, to determine the appropriate corrective action ( if any ) which shall be taken.

Submission of a report of sexual harassment shall not in any way effect an individual's work assignment.

Adopted: May 1996