

Rev: 08/2008

**State Fire Academy  
Policy Memorandum on Workplace and Sexual Harassment**

**TO: ASSOCIATE INSTRUCTORS**

**FROM: EXECUTIVE DIRECTOR**

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The State Fire Academy takes this opportunity to remind all associate instructors of the Academy's policy on harassment, including sexual harassment, in the workplace. A statement of this policy is reprinted below. No form of harassment whether it is of sexual nature or otherwise, will be tolerated at the Academy. You should note that harassment is **ANY** conduct that pesters, annoys, or insults any employee or student.

**DEFINITION:** Harassment is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates, pesters, annoys, or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading, or hostile work environment, or interferes with or adversely affects a person's work performance.

Sexual harassment includes unwelcomed sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. It is Academy policy to fully support the enforcement of State and Federal discrimination laws which provide that sexual harassment is prohibited where (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the right of all associates to seek, at any time, redress by the Equal Employment Opportunity Commission, or through a court of law, however, associates are encouraged to exhaust the Academy remedies before consulting outside agencies.

**ALL** associate instructors are charged with the responsibility of reporting any knowledge of conduct that may constitute harassment. Appropriate disciplinary action will be taken for those who fail to heed this policy. Any associate guilty of harassment, or failure to report such, may be subject to a full range of disciplinary actions, including discharge.

This is the #1 Fire Academy in the United States of America as a result of the energy and dedication of Academy personnel who commit 100% of themselves to the mission of training the best fire fighters that we are capable of training. Any conduct or behavior inconsistent with that mission is a serious breach of duty.

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It is the policy of the State Fire Academy that harassment will not be tolerated. All associates are prohibited from engaging in the harassment of any other associate or academy employee or other person in the course of or in connection with employment. The desired standards of associate behavior are one of cooperation and respect for each other, despite any differences.

### **REPORTING PROCEDURE:**

1. In ANY case in which an associate is witness to or confronted with a situation of harassment, the associate must immediately notify your Academy supervisor. This person must then notify the offending party that harassment is not appropriate and will not be tolerated. Such incidents must be reported regardless of how knowledge was acquired.
2. If the associate cannot report the incident to the Academy supervisor, for whatever reason, the incident **MUST** be reported immediately to Human Resources, Instructor Chief, or the Executive Director.
3. The supervisor is required to report harassment cases immediately to the Human Resources Director. Such reports are to be made regardless of how knowledge of the case was acquired.
4. An investigation of any reported incident of harassment will begin immediately.
5. The results of the investigation will be communicated to both the complainant and the offender. Either party may appeal the decision through the normal grievance procedure if they feel the findings were incorrect or the disciplinary action inappropriate.

If any associate ever has a question about the Academy's policy against harassment or is unclear about the language contained in this policy, they should discuss this with the Human Resource Director of the Fire Academy. It is the responsibility of every associate instructor to understand the Academy's policy against harassment.

You must read and accept responsibility for enforcing this policy. Do not sign below until you have read and understand the Fire Academy's policy against harassment

**I have read this policy and understand ALL of my obligations and responsibilities.**

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Associate Instructor

Date