

Tempe Fire Department Policies and Procedures

Policy Prohibiting Harassment, Including Sexual Harassment

104.12

Rev 10-12-09

The purpose of this policy is to clearly establish the Tempe Fire Department's commitment to provide a work environment free from harassment.

The Tempe Fire Department is comprised of members who join together committed to providing the highest quality service for the citizens of and visitors to Tempe. Job based harassment, including sexual harassment, is a significant violation of the basic principle of mutual respect, is not in keeping with the Mission and Values Statement of both the City and Department, and is not tolerated within our Department. In short, it is a question of how people are treated in the workplace.

Harassment includes verbal or physical conduct that puts down, is negative toward, or shows favoritism or hostility toward an individual (and/or the individual's relatives, friends, or associates) because of race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, etc. In general, harassment has the purpose or effect of (1) creating an intimidating, hostile, or offensive work environment, (2) unreasonably interfering with an individual's work performance, or (3) otherwise adversely affecting an individual's employment opportunities.

Conduct deemed to be inappropriate and prohibited under this policy, may include, but is not limited to:

- epithets, slurs, symbols, negative stereotyping, threats, intimidation, and hostile acts that are related to race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, or any other reason.
- written or graphic materials that denigrate or show hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, veteran or other military status, marital status, sexual preference, disability, etcetera.
- the explicit or implicit threat or use of authority to suggest that the terms of an individual's employment, (quid pro quo), promotion, physical safety, or safe passage can be adversely affected, improved, continued, or modified, in return for unwelcome sexual favors by any member of the Tempe Fire Department.
- any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature which is repeated (e.g., unwanted touching, pats, squeezes, massages, brushing up against someone's body, sexual jokes, sexual remarks about a person's body or sexual activities, sexual pictures or cartoons, suggestive looks or leers, etc.), a term or condition of employment, or comments or actions that substantially contributes to an unprofessional work environment, or interferes with required tasks, career opportunities, or learning.

With specific respect to sexual harassment, the departmental training video by Gordon Graham describes a method for analyzing potential harassment situations and preventing them from occurring. The acronym CATSINRO analysis covers the subject well. Is it a Comment, is it an Action, is it a Thing, Sexual In Nature, which a Reasonable person would find Offensive?

In analyzing a situation, Graham instructs that if the answer is yes or I don't know, then don't participate in the behavior. This question and logic applies as well to all possible forms of harassment in the workplace.

Any member of the Tempe Fire Department who believes in good faith that he or she has been harassed or has witnessed harassment should formally report the incident to his/her Supervisor, District Manager, Deputy Chief, Division or Section Head, Assistant Chief/Fire Marshal, Assistant Fire Chief, Fire Chief, Human Resources Manager, or City Diversity Manager in the City Diversity Office. The Fire Chief is to be advised immediately of any complaint. Retaliation against individuals who bring forward complaints is prohibited, and should be reported and dealt with in the same manner as the alleged harassment.

Individuals who in good faith believe they have been harassed by third-parties on City of Tempe premises or in the course of conducting Tempe Fire Department business should also report the behavior as provided in this policy.

It is the responsibility of each member to exercise personal leadership, and vigilance in civil behavior through adherence to this policy, and the responsibility of each officer and supervisor to enforce this policy at all times. It is imperative that every member treat every other member with dignity and respect so as to facilitate a sound professional work environment.

See "City Personnel Rules and Regulations", section 410, on Diversity for additional guidance in term of definitions of hostile work environment, retaliation, sexual harassment, responsibilities of department and city management, and specific procedures for notification and complaint.

Cliff Jones
Fire Chief
October 12, 2009