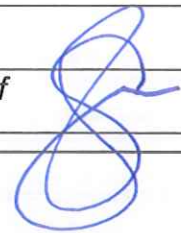
	STANDARD OPERATING PROCEDURE	NUMBER: 102.090	Discrimination, Harassment, Retaliation, and Anti-Bullying
	Revision Date: 01/25/16	Author: <i>Jon Jones, Fire Chief</i>	
	Review Date: 01/25/18	Approved By: <i>Jon Jones, Fire Chief</i>	



PURPOSE

This procedure describes the process for filing a complaint of discrimination, harassment, or bullying, as defined by the District's Policy on Discrimination, Harassment, Retaliation, and Anti-Bullying (Resolution 8-15).

POLICY

The Aptos/La Selva Fire District is committed to providing a work environment free from harassment, discrimination, retaliation and bullying as outlined in the Board adopted Resolution 8-15. The District has a zero tolerance for any conduct, action or practice that violates Resolution 8-15. Instead, a single act, if substantiated, can violate this policy and provide grounds for discipline or other appropriate sanctions.

Resolution 8-15 provides a comprehensive harassment discrimination policy and should be consulted in conjunction with this Standard Operating Procedure.

PROCEDURE

Duty to Report Possible Violations

A key part of Resolution 8-15 is the District's commitment to its effective enforcement. Any employee who believes that they has been the victim of discrimination, harassment, retaliation, or bullying must immediately report the prohibited conduct to their supervisor or manager, or to any other supervisor or manager, including the Fire Chief. Complaints should include details of the incident(s), the names of all persons involved and the names of any witnesses. All complaints will be forwarded to the Fire Chief.

Complaint Investigation

Once a complaint or situation of discrimination, harassment, retaliation, or bullying is made known to the Fire Chief, the Fire Chief will request that the complainant provide a statement giving details of the alleged harassment, including dates, times, places and names of individuals involved. The complaint will be processed and investigated in a timely, fair, and objective manner.

The Fire Chief and/or designee shall:

- Promptly investigate all alleged complaints of discrimination, harassment, retaliation, or bullying prohibited by this policy. Such investigation will typically include interviews with the complainant, the accused and any other person who is reasonably believed to have relevant knowledge concerning the complaint. To the extent permitted by law, all

complaints and other information gathered during the investigation will be treated as confidential.

- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment, retaliation, or bullying as defined by the District's policy and/or law.
- Take appropriate remedial/corrective action to effectively address the complaint of discrimination, harassment, retaliation, or bullying. District employees or volunteers determined to be in violation of the District's policy and/or law will be subject to disciplinary action, up to and including termination.

It is important to be aware that a supervisor may be held personally liable for any acts of unlawful harassment.

Retaliation Prohibited

Personnel are specifically prohibited from discouraging or retaliating against others from using this complaint procedure. The District will not retaliate against any person for filing a complaint or for cooperating in an investigation into complaints of discrimination, harassment, retaliation, or bullying.

RELATED REFERENCES

Aptos/La Selva Board adopted Resolution 8-15 (2015)

LEGAL CITES/REFERENCES

None

ATTACHMENTS

None