

Fire Protection District #4
Policies & Procedures

Type: **Policy**

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Title: **Sexual & Other Harassment**

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Fire Protection District #4 is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable, or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Fire Chief or any other member of management. Employees can raise concerns and make reports without fear of reprisal. Any supervisor, manager, or employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Fire Chief, or another member of management, who will handle the matter in a timely, confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination.

It is expected that all members of the department will follow these and all other policies, guidelines, directives, orders, etc. Each member shall be required to complete a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of public employment as required by Louisiana R.S. 42:343 and submit to the administration office their certificate of completion.

The Sexual Harassment Training course provided by LPFPD4 should not be posted on any source that is open to the public and may NOT be used without the permission of Louisiana State Civil Service.

*Full policy, action, and signature sheet on Policy # 101.04(a)

Revision: