

FREEHOLD TOWNSHIP
BOARD OF FIRE COMMISSIONERS
DISTRICT NO. 2

RESOLUTION ADOPTING ANTI-HARASSMENT POLICY

Comm. Goldstein offered the following Resolution and moved its adoption which was seconded by Comm. Allen.

WHEREAS, the Freehold Township Board of Fire Commissioners, District No. 2 (hereinafter at times the "Board"), is of the opinion that all members of the East Freehold Fire Company (hereinafter at times "EFFC") have a responsibility to residents of Fire District No. 2 and members of the public in general to behave responsibly and professionally at all times in their roles as firefighters and members of EFFC; and

WHEREAS, harassment is prohibited by New Jersey State Law; and

WHEREAS, the Board is the supervising authority of the EFFC pursuant to N.J.S.A. 40A:14-70.1 et seq.; and

WHEREAS, the Board is of the opinion that members of EFFC must maintain the highest level of awareness of the personal dignity of others and refrain from any words or actions which could be personally offensive to others; and

WHEREAS, it is advantageous to the missions of the Board and EFFC as providers of fire prevention and fire extinguishing services to the residents of Freehold Fire District No. 2 to formally adopt the Board's position regarding harassment.

I hereby certify that the foregoing is a true copy of a Resolution which was adopted by the Freehold Township Board of Fire Commissioners District No. 2 at its meeting on April 19, 2016.



Gregory Brass
Chairman
Freehold Township
Board of Fire Commissioners
District No. 2

4/19/16
Date

FREEHOLD TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2

ANTI-HARASSMENT POLICY

Harassment is prohibited by New Jersey State Law. The Board is committed to maintaining a heightened awareness of the personal dignity of others by fostering a work environment free of all types of harassment. For this reason, any Member of the East Freehold Fire Company (hereafter "EFFC") found to have harassed another Member will be subject to discipline, ranging from a warning to dismissal, depending on the nature of the wrongdoing.

WHAT IS HARASSMENT?

Harassment can take many forms, including, but not limited to, words, signs, jokes, pranks, intimidation, physical contact or violence. Harassment is not necessarily sexual in nature and referring to gender or sexual orientation, but it can also be directed at a person's age, race, color, national origin, creed, religious persuasion, marital status, disability, or other characteristic protected by law.

Harassment includes display or circulation of degrading written materials or pictures and verbal abuse or insults. Actions, words, jokes or comments based on an individual's gender, race, color, age, national origin, creed, religious persuasion, marital status or disability, or any other legally protected characteristic will not be tolerated.

Harassment also refers to behavior, which is personally offensive, impairs morale, and interferes with work effectiveness. Any harassment of Members by other Members will not be tolerated.

In fulfilling the Board's obligations to maintain a positive and productive environment in the EFFC, the EFFC is expected to immediately stop any harassment and, when necessary, to take more direct disciplinary action up to and including immediate termination. Members are expected to immediately report any harassment to the Chief of EFFC.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination. It violates Federal and State laws and undermines the integrity of the EFFC.

All Members will be permitted to work in an environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. This policy will be strictly enforced. Sexual harassment debilitates morale, and interferes with work productivity and, therefore, will not be tolerated.

Sexual harassment is often difficult to define. The following discussion is for guidance and is not intended as the sole definition of the term. Sexual harassment includes, but is not limited to, unwelcome sexual advance; requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects a Member's work at EFFC, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; displaying or viewing adult materials anywhere on EFFC or Board property; using EFFC or Board computer network to send, receive or display adult materials or jokes; and using Board or EFFC equipment for any non- Fire District business.

It is also any conduct (sexual or non-sexual) directed at any person because of his or her gender that causes the person to believe that the conditions of the EFFC are hostile or abusive. Sexual harassment is not limited to intimidating, abusive or hostile behavior of a sexual nature. Verbal abuse and hostility that is not sexual in character but is directed solely at females because they are females, or males solely because they are male, is likewise sexual harassment and violation of this Policy. Sexual harassment applies to both genders and encompasses conduct by men against women, men against men, women against men or women against women.

No Member shall threaten or insinuate, either explicitly or implicitly, that another Member's refusal to submit to sexual advances will adversely affect that person's work or status as a member of EFFC. Similarly, no Member shall promise, imply or grant any preferential treatment as a reward for engaging in or submitting to sexual conduct. Nor shall any Member engage in conduct that would make another Member feel that the conditions of EFFC Membership are hostile or abusive.

Examples of harassment include, but are not limited to: Verbal abuse of a sexual nature; verbal abuse of non-sexual nature motivated by the victim's gender; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; display on EFFC or Board property of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault; sending, receiving or circulating offensive e-mail.

REPORTING

Independent contractors, vendors and all other parties involved with the Board or EFFC are expected to adhere to the intent of this Policy. The Board and EFFC will address any incidents of harassment by those involved with the Board or EFFC.

Any Member who observes or is subject to harassment shall immediately report such conduct pursuant to the complaint procedures set forth below.

COMPLAINT PROCEDURES

Any Member who has observed or is the victim of harassment shall immediately bring the matter to the attention the Chief. A complaint should be in the form of a written signed statement detailing the alleged harassment.

Upon receipt of a complaint the Chief or the Chief's designated representative will promptly investigate the complaint, including interviews and written statements from the complainant, alleged harasser and witnesses, and, if deemed necessary, gather other information from sources outside the Board or EFFC. In the Chief's discretion the Chief shall have the right to consult with professionals and other individuals not associated with the Board or EFFC.

Within forty five days from receipt of a complaint the Chief or the Chief's designated representative will send a written statement of the findings of the investigation and the actions to be taken to the complainant and the alleged harasser.

CONFIDENTIALITY

To the extent possible the investigation and all proceedings shall be conducted in a manner to protect the confidentiality and privacy of all parties.

It shall be a violation of this Policy for anyone to retaliate or take any adverse action against a party to a complaint pursuant to this Policy.

TRAINING AND DISTRIBUTION OF THIS POLICY

A copy of this Policy shall be distributed to all current Members immediately upon adoption by the Board. All new Members shall be given a copy of this Policy. Thereafter, a copy shall be distributed to all Members annually.

The Chief will provide education and training regarding this Policy to all Members on a continuing basis, but at a minimum annually.