

CHAPTER ONE - GENERAL PROVISIONS**1.10****GENERAL ANTI-HARASSMENT POLICY****A. Generally**

The Minooka Fire Protection District is committed to recognizing the respect and dignity of all employees of the District and members of the community. The District believes it should foster a work environment that is free from harassment on the basis of the protected categories and traits listed herein. The District will not tolerate harassment in any form. The terms of this policy are meant to supplement the terms of the District's sexual harassment policy. This policy applies to all officers, employees, members, contract employees, and officials of the Minooka Fire Protection District.

B. Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, gender, religion, national origin, age, sexual orientation or disability or that of his or her relatives, friends or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

4. epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, religion, national origin, age, sexual orientation or disability, and
5. written or graphic materials that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, religion, national origin, age, sexual orientation or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's workplace, or is otherwise circulated in the workplace.

C. Reporting Procedure

You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.

Complaints alleging a violation of this policy must be brought to the attention of the appropriate District officials as soon as possible after the alleged incident of harassment. All complaints shall be directed to the Fire Chief. However, if the complaint involves the Fire Chief, the complaint shall be directed to the Board of Trustees pursuant to the District's uniform grievance procedure.

Employees may also opt to file a charge with the Illinois Department of Human Rights/Illinois Human Rights Commission, 100 W. Randolph St., Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or with the federal Equal Employment Opportunity Commission, 500 W. Madison St., 28th Floor, Chicago, Illinois 60661, (312) 353-2713.

Complainants are entitled to confidentiality and respect during the investigation process and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. The District prohibits retaliation made against any member who alleges a good faith complaint of harassment or who participates in any related investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

LEGAL REF.: 42 U.S.C. §2000e-2; 29 C.F.R. §1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105

CHAPTER ONE – GENERAL PROVISIONS**AR1.10 GENERAL ANTI-HARASSMENT COMPLAINT PROCEDURE****A. Complaint Procedure****12. Step 1**

Any employee who feels that he or she is the victim of harassment should immediately report the matter in writing to his or her lieutenant or immediate supervisor. The lieutenant or supervisor shall take steps to investigate the matter and take any appropriate action deemed necessary and inform the employee in writing of the action. If disciplinary action is warranted, the lieutenant or supervisor shall take the matter to the proper District official for action.

13. Step 2

If the complainant is not satisfied with the determination or action by their lieutenant or supervisor, he or she may request in writing that the Fire Chief or his/her designee review the matter. The complainant must submit the request to the Fire Chief or designee within ten (10) working days of the date of receipt of the lieutenant's or supervisor's determination at Step 1.

The Fire Chief or shall review the matter and take any action deemed appropriate within ten (10) working days of receipt of the request for review and inform the employee in writing of the action.

14. Step 3

If the complainant is not satisfied with the decision rendered by the Fire Chief or designee, the matter may be appealed to the Board of Trustees. Notice of intent to appeal to the Board must be submitted to the Fire Chief within ten (10) working days of the receipt of the Fire Chief's or designee's decision. Upon receipt from the complainant of written notice of intent to appeal to the Board, copies of the complaint and any written materials prepared during the investigation at any prior level of review shall be forwarded by the Fire Chief to the Board.

The Board shall review all of the relevant documents no later than the second regularly scheduled meeting after the receipt of the notice of intent to appeal and shall render its written decision or take a course of action within ten (10) working days of the date upon which the review is held.

B. Guidelines for Investigations

Complainants are entitled to confidentiality and respect during the investigation process, and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. However, grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

If the complainant's lieutenant is the subject of the grievance, then the complainant shall report the matter to the next superior officer. In all other cases, if the decision maker at any step of the procedure is the subject of the grievance, then that step shall be bypassed and the complainant shall proceed to the next step of the complaint procedure.

LEGAL REF.: 42 U.S.C. 2000e-2; 29 C.F.R. 1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105