

Fauquier County Department of Fire Rescue

RULE & REGULATION

No. 126



Sexual Harassment

Effective Date: July 1, 2010
Revision Date: January 30, 2018

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Approved By: Darren L. Stevens, Fire Rescue Chief

PURPOSE

To establish a policy which incorporates the county's sexual harassment policy into the Department of Fire, Rescue, and Emergency Management to ensure a positive work environment free of sexual harassment.

SCOPE

This regulation pertains to all Fauquier County Department of Fire, Rescue and Emergency Management personnel (operational and administrative).

I. PREFACE

It is the policy of this department to provide a business-like work environment free from all forms of employee discrimination, including sexual harassment. No employee shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment will be treated as misconduct and appropriate actions will be taken to prevent further occurrences.

II. DEFINITIONS

- A. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature where;
1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's employment;
 2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; or
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

III. RESPONSIBILITY OF COMMAND AND OFFICER PERSONNEL

- A. Maintaining a business-like work environment free from all forms of employee discrimination including incidents of sexual harassment.

Desire to Serve

Ability to Perform

Courage to Act

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- B. Training their assigned employees in the definition and prevention of sexual harassment so the entire Department has a common understanding.
- C. Initiating immediate disciplinary or remedial action, if warranted.
- D. Documenting observed or reported incidents of sexual harassment and immediately reporting via the chain of command up to and including the chief of the department.
- E. Taking immediate action.

IV. REPORTING PROCEDURES

- A. An employee who believes he/she has been sexually harassed shall report the entire incident to the appropriate supervisor or battalion chief. The supervisor notified shall immediately report the entire matter to the assistant chief through the chain of command. The assistant chief shall then immediately report the entire matter to the chief. In all cases, the incident will be reported to the chief with all due immediacy.

V. INVESTIGATING PROCEDURES

- A. Any and all allegations of sexual harassment will be immediately investigated per Department of Human Resources policies.