

Article XII. Sexual Harassment Policy

Section 12.01 Commitment to an organizational environment free from sexual harassment.

The El Dorado County Fire Safe Council (EDCFSC) is committed to maintaining an organizational environment free from sexual harassment. Because the EDCFSC's strong disapproval of offensive or inappropriate sexual behavior, all Board Members, employees, contractors, volunteers and agents must avoid any action or conduct which could be interpreted as sexual harassment.

Trust, mutual respect and dignity are fundamental beliefs that are reflected in our behavior and actions.

Section 12.02 Sexual harassment includes but is not limited to:

- (a) Unwelcome sexual advances
- (b) Demands, threats or requests for sexual favors or actions
- (c) Distributing or displaying sexual pictures or objects, suggestive gestures, sounds or stares.
- (d) Unwelcome physical contact.
- (e) Sending or forwarding inappropriate emails of a sexual or offensive nature.
- (f) Inappropriate jokes, comments or innuendoes of a sexual nature.
- (g) Obscene or harassing telephone calls, emails, letters, notes or other forms of communication.
- (h) Any conduct of a sexual nature that may create a hostile organizational environment.

When:

- (i) Submission to the harassment is made either explicitly or implicitly a term or condition of employment, contract award or appointment to a position.
- (ii) The harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive organizational environment.

Section 12.03 Procedures for reporting sexual harassment

Any one associated with the EDCFSC who has a complaint of sexual harassment should:

- (a) Clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop.
- (b) Bring the matter to the attention of any board member or follow the procedures in the complaint policy. Include the details of the incident, dates, times and the names of the individuals involved along with the names of any witnesses.

EL DORADO COUNTY FIRE SAFE COUNCIL

Section 12.04 The board of directors will:

- (a) Directors will refer to the appropriate authorities any instances of alleged sexual harassment for corrective action if warranted.

Section 12.05 We also comply with all applicable national and local laws pertaining to sexual harassment in an organizational setting.