



Sylvan Beach Fire District

908 Main St, Sylvan Beach, NY 13157

Phone: (315) 762-5500

Board of Fire Commissioners

**Joe Benedict
Tom Agans
Duane Bloss
Chad Brinck
Duane Jackson**

**Secretary/Treasurer
Molly Marchetti**

ANTI-HARASSMENT POLICY

General Statement

This policy addresses how allegations of harassment will be reported, how an investigation will be conducted and the penalties for confirmed harassment. This is not the sexual harassment policy. This policy does prohibit harassment for any reason, including but not limited to, harassment due to religion, race, ethnicity, sexual orientation, disability, or status as a victim of domestic abuse.

Applicability

This policy applies to all members, officers, commissioners, and employees. This policy applies to all members of any class when such members are engaged in any activity covered by VBFL, while representing the department at any event, while identifying oneself as a member of the department (including wearing any fire department identifiable attire), while at any activity or function sponsored by or paid for by the department or district or while in or on any of the department's or district's vehicles or property.

Definitions

Harassment includes any conduct towards another, verbal, written, graphic, electronic or otherwise, which is intended or would be reasonably expected to cause:

1. undue and unjust embarrassment or emotional distress on more than one occasion
2. extreme and outrageous embarrassment or emotional distress on one occasion
3. fear of, or actual significant emotional harm
4. spreading rumors with intent to cause embarrassment or emotional harm
5. fear of, or actual physical harm
6. retaliation against anyone who reports or cooperates in an investigation of this or other district policies

7. any act that is reasonably perceived as dehumanizing, intimidating, hostile, humiliating or threatening.

Responsibilities

All behaviors shown above are prohibited by the Fire District.

Any individual who becomes aware that a member of the department is engaging in harassing conduct shall immediately report the same to a chief or commissioner. If the severity of the situation calls for it, the following interim actions may be taken:

1. suspension of the accused during an investigation, especially if violence is involved
2. separation of the parties during assignments or training
3. removal of the accused from a function where the target of the alleged harassment is present

Complaint Procedure

Any individual who is the subject of harassment or is a witness to harassment shall make a written complaint to the chief or board of commissioners including:

1. name of complainant
2. name of alleged harasser
3. date(s) of incident
4. description of incident
5. copy of any material or other evidence supporting allegations

Within 30 days of receipt of a complaint, the board of commissioners shall cause an investigation of the allegations to be completed, including but not limited to:

1. interviews with the parties and any other individuals having information as to the allegations
2. examination of all relevant documents or evidence available

A written finding of fact shall be completed by the board of commissioners and shall be presented to the accused. The finding shall determine whether any of the alleged conduct constituted harassment. The accused may file a written response to the statement.

Discipline

Discipline if warranted, shall be conducted in accordance with the District policies and procedure, but may include one or more of:

1. counseling and training
2. suspension up to six months
3. termination of membership

Notice and Effective Date

This policy shall be provided to new members, current members, and shall be posted on the Commissioners bulletin board. All members should receive no less than 10 minutes annual training on this policy.

The adoption of the foregoing resolution or policy was duly put to a vote and upon roll call the vote was as follows:

	VOTE
Joe Benedict, Chairman	Yes
Tom Agans, Commissioner	Absent
Duane Bloss, Commissioner	Yes
Chad Brinck, Commissioner	Yes
Duane Jackson, Commissioner	Yes

The resolution was thereupon declared duly adopted.

Molly Marchetti

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Secretary/Treasurer

Sylvan Beach Fire District

Dated: 1/29/24

January 29, 2024