

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS**  
**FIRE DISTRICT No. 1**  
**GENERAL HARASSMENT POLICY**

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**POLICY:**

Plainsboro Fire District No. 1 will not tolerate, and herein strictly prohibits, harassment in the work place including harassment motivated by sex, sexual orientation, race, creed, color, religion, national origin, ancestry, age, nationality, marital or political status, veteran status, liability for service in the Armed Forces, handicap or disability, familial status, genetic makeup, atypical cellular or blood trait status, refusal to submit to genetic testing and/or disclose results of genetic testing, or any other trait or characteristic protected by law is also a form of discrimination.

While it is often difficult to precisely define these types of harassment, such harassment shall include but not be limited to, verbal, written or physical slurs, epithets, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written and/or text messages, communication via social networking (Facebook etc.), emails, and other forms of social media.

Fire Commissioners, daytime staff, volunteer firefighters, associate members and outside contractors alike must comply with this policy and take appropriate measures to insure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including discharge or, in the event of non-employees are found to be at fault, other appropriate action. It is the express policy of the District to encourage victims of harassment to come forward with such claims. Employees who feel they have been subject to harassment must report the harassment to any line officer, the president, the vice president, or any fire commissioner.

**ANTI-SEXUAL HARASSMENT POLICY**

**POLICY:**

Sexual harassment is a form of sex discrimination. It is the policy of the Plainsboro Fire District No. 1 to maintain a working environment that is free from sexual harassment. Any form of sexual harassment is prohibited.

It shall be a violation of this policy to harass another person or persons through conduct or communication of a sexual nature as defined by this policy or on the basis of the person's gender.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communications of a sexual nature (or a non-sexual nature when directed to an individual on account of his/her gender) when:

- Submission to conduct is made a term or condition of an individual's employment, either explicitly or implicitly;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's compensation, promotion, assignment or opportunities; or;

Such conduct has the purpose or effect of interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive work environment.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against a person's body;
- Demanding sexual favors;
- Any unwelcome sexually explicit comments;
- Display of sexually explicit or inappropriate materials or discussion of sexually explicit or inappropriate topics.

It is the express policy of the District to encourage victims of sexual harassment to come forward with such claims.

**HARASSMENT and SEXUAL HARASSMENT PROCEDURE:**

1. Anyone who feels that he or she witnessed or been subjected to any type of harassment or sexual harassment should immediately report the matter to any line officer, the president, vice president or any fire commissioner.

2. Any line officer, bench officer or fire commissioner who witnesses or receives a report or complaint of harassment, discrimination, or violation of policy shall immediately report it to the Fire Company Chief.

3. All reports and/or complaints of harassment or sexual harassment, whether formal or informal, verbal or written, will be promptly and thoroughly investigated and corrective action taken where appropriate, up to and including termination of employment.

4. In receiving reports and/or complaints of harassment and/or sexual harassment and undertaking investigations of such reports and/or complaints, confidentiality will be maintained to the extent permitted by law.

5. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of harassment.