



GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES



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SOG NUMBER: ADM-010

ISSUED DATE: 07-01-96

EFFECTIVE DATE: 07-01-96

REVISION #: 2

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: ADMINISTRATION

SUB-CATEGORY: STANDARD OPERATING GUIDELINES

SUBJECT: PROHIBITING HARASSMENT/ SEXUAL HARASSMENT

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Section I – Introduction

A. Objective

The Glastonbury Fire Department in conjunction with the Town of Glastonbury wish to provide its employees with a workplace free from derogatory remarks, unwelcome sexual advances and any other verbal or physical conduct constituting harassment on the basis of race, color, religion, age, sex, national origin, marital status, disability, veteran status or sexual orientation.

B. Applicability

All Glastonbury Fire Department personnel.

C. References

Town of Glastonbury Administrative Policy - See attached

## EXHIBIT 2

## POLICY PROHIBITING SEXUAL HARASSMENT

It is the policy of the Town of Glastonbury to provide its employees with a workplace free from sexual harassment. The Town does not condone, and will not tolerate sexual harassment by, or directed toward, and of its employees. No employee should be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical or be led to believe that an employment opportunity or benefit will in any way depend on "cooperation" of a sexual nature.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- c. The harassment unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment may include: verbal "joking," or "kidding" of a sexual nature; repeated offensive sexual flirtations, advances, or propositions, continued or repeated verbal abuse of a sexual nature; graphic or degrading comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, is personally intimidating, hostile, or offensive which debilitates morale.

The Town of Glastonbury will investigate complaints, take appropriate steps to insure that sexual harassment does not occur, and impose discipline when appropriate. Individuals who believe that they are encountering sexual harassment from a supervisor, coworker, client or vendor should make the complaint know to the appropriate Town official as soon as possible. Employees may, at their discretion, bring a complaint directly to the Director of Human Resources, department director, immediate supervisor, or the Town Manager. All complaints will be investigated promptly maintaining confidentiality when possible, and with the utmost discretion. No retaliation will be allowed against an employee who reports sexual harassment or who participates in a sexual harassment investigation.

Appropriated disciplinary action, up to and including termination, will be taken in confirmed incidents of sexual harassment. Any questions concerning this policy should be directed to the Director of Human Resources.

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Richard J. Johnson, Town Manger

Date: July 1, 1996 (Supersedes March 21, 1988 Policy)

## POLICY PROHIBITING HARASSMENT

It is the policy of the Town of Glastonbury to provide its employees with a workplace free from derogatory remarks, unwelcome sexual advances and any other verbal or physical conduct constituting harassment on the basis of race, color, religion, age, sex, national origin, marital status, disability, veteran status or sexual orientation. The Town of Glastonbury does not condone, and will not tolerate harassment by, or directed toward, any of its employees.

The Town of Glastonbury will investigate complaints, take appropriate steps to insure that harassment does not occur, and impose discipline when appropriate. Individuals who believe that they are encountering harassment from a supervisor, co-worker, client, or vendor should make the complaint known to the appropriate Town official as soon as possible. Employees may, at their discretion, bring a complaint directly to the Director of Human Resources, department director, immediate supervisor, or the Town Manager. All complaints will be investigated promptly, maintaining confidentiality when possible, and with the utmost discretion. No retaliation will be allowed against an employee who reports harassment or who participates in a harassment investigation.

Appropriate disciplinary action, up to and including termination will be taken in confirmed incidents of harassment. Any questions concerning this policy should be directed to the Director of Human Resources.

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Richard J. Johnson, Town Manger

Date: July 1, 1996

Section II - Approval

Fire Chief Michael P. Tracy

Date of Approval: 1/11/16