



## Gig Harbor Fire & Medic One

**RESOLUTION 2022-02**  
**January 11, 2022**

**BE IT RESOLVED** by the Board of Fire Commissioners of Pierce County Fire Protection District No. 5 hereby adopts new organizational policies and/or revises current organizational policies pursuant to Section 7000 PERSONNEL as follows:

**WHEREAS**, the purpose of the new or revised polices is to further establish a set of standards and help achieve a stable workplace as reasonably attainable;

**NOW, THEREFORE BE IT HEREBY RESOLVED**, by the Board of Fire Commissioners of Pierce County Fire Protection District No. 5 as follows:

That the Board of Fire Commissioners adopt the following organizational policies which are attached hereto and incorporated herein by this reference:

**Policy 7000.1** – Goals (replaces previous 7000.1)

**Policy 7000.2** – Equal Employment Opportunity (Replaces previous 7000.2 – Non-Discrimination)

**Policy 7000.2.1** – Reasonable Accommodation Policy (Replaces previous 7000.2.1 – Employment of Persons with Disabilities)

**Policy 7000.2.2** – Policy Against Discrimination, Harassment, and Retaliation (Replaces previous 7000.2.2 – Sexual Harassment Policy)

**Policy 7000.2.7** – Employee Complaint and Investigation Procedure (New)

Approved at a regular meeting of the Board of Fire Commissioners, Pierce County Fire Protection District No. 5, this 11<sup>th</sup> day of January, 2022.

*[Signatures on Following Page]*

PIERCE COUNTY FIRE PROTECTION  
DISTRICT NO. 5

Attest:



District Secretary



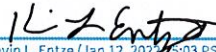
Alex Wilsie (Jan 12, 2022 13:50 PST)

Chairman



Thomas A Sutich (Jan 12, 2022 09:54 PST)

Commissioner



Kevin L. Entze (Jan 12, 2022 15:03 PST)

Commissioner



Bryce Nelson (Jan 12, 2022 17:14 PST)

Commissioner



Joe Urma (Jan 12, 2022 10:00 PST)

Commissioner



## Gig Harbor Fire & Medic One **Organizational Policy**

Title: Goals

Reference: 7000.1

Applies to: All Employees

Approved by: Board of Fire Commissioners

The staff of the fire protection district constitutes a valuable and significant resource for an effective delivery of fire protection and emergency medical services. The District shall function successfully when qualified staff are appointed, opportunities for staff training are provided, and working conditions are maintained which are conducive to personal, occupational, and professional satisfaction and which encourage each staff member to make the fullest contribution to the District's delivery of services.

The District is subject to and required to comply with other federal, state, local laws and regulations related to the employment process. This includes, but is not limited to civil rights laws, the Washington Law Against Discrimination, the Americans with Disabilities Act, the Washington Industrial Safety and Health Act, and regulations of the Equal Employment Opportunity Commission, Department of Labor, and Internal Revenue Service.

THE PERSONNEL POLICIES ADOPTED BY THE FIRE PROTECTION DISTRICT ARE INTENDED TO BE GENERAL STATEMENTS OF DEPARTMENT POLICY AND ARE NOT INTENDED TO BE A PART OF THE EMPLOYMENT RELATIONSHIP BETWEEN THE DEPARTMENT AND INDIVIDUAL STAFF MEMBERS AND NOT TO BE CONSIDERED TO CREATE AN EMPLOYMENT CONTRACT, WARRANTY OF BENEFITS, OR PROMISE OF SPECIFIC TREATMENT IN ANY GIVEN SITUATION. THESE POLICIES SHALL IN NO WAY FORM ANY CONTRACT BETWEEN THE FIRE PROTECTION DISTRICT AND ANY OF THE STAFF MEMBERS.



# Gig Harbor Fire & Medic One Organizational Policy

Title: Equal Employment Opportunity

Reference: 7000.2

Applies to: All Employees

Approved by: Board of Fire Commissioners

## **Purpose**

This policy summarizes Pierce County Fire District #5's (the "District") Equal Employment Opportunity (EEO) policy.

## **Policy**

The District is committed to providing equal employment and advancement opportunities to all individuals. We recruit, hire, and promote into all job levels the most qualified applicants without regard to legally protected characteristics or activities, such as:

- Race, color, or ethnicity;
- Age;
- Religion or creed;
- National origin, immigration status, citizenship, or ancestry;
- Physical, mental, or sensory disability;
- HIV or Hepatitis C infection;
- Marital status;
- Domestic violence, sexual assault, or stalking victim status;
- Use of a trained guide dog or service animal by a person with a disability;
- Genetic information, including family medical history;
- Honorably discharged veteran or military status;
- Sex or gender (including sexual stereotypes, pregnancy, childbirth, and related medical conditions);
- Sexual orientation;
- Gender identity, gender expression, or transgender status; or

- Any other characteristic or activity protected under applicable federal, state, or local laws.

We are committed to providing equal employment opportunities in all aspects of employment, including, but not limited to, recruitment, hiring, job assignments, promotions, career advancement opportunities, working conditions, scheduling, disciplinary action, termination of employment, compensation, and access to benefits and training.



# Gig Harbor Fire & Medic One Organizational Policy

Title: Reasonable Accommodation Policies

Reference: 7000.2.1

Applies to: All Employees

Approved by: Board of Fire Commissioners

## **Purpose**

As part of our equal employment opportunity commitment, the District provides reasonable accommodations related to disabilities, pregnancy and lactation, domestic violence, and religious beliefs and practices. Details about the availability of these accommodations are described below. You can obtain additional information on any reasonable accommodation from Human Resources.

## **Policy**

The reasonable accommodation process is an interactive process requiring participation of both staff and administration. If you require an accommodation, you must engage with Human Resources. We will work with you to identify and provide reasonable accommodations when possible, taking into account your needs, safety concerns, and the likely burden on our operations. All information and documentation received in connection with a request for accommodation, including that a request was made, will be kept confidential to the extent possible.

You can request an accommodation without fear of retaliation. If you feel you were improperly denied an accommodation, or if you believe you are experiencing retaliation as a result of having requested an accommodation, notify Human Resources immediately. If we learn of a potential concern, we will follow the Employee Complaint and Investigation Procedure.

## ***Disabilities***

The District is committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at the District for qualified persons with disabilities.

Accordingly, the District will seek to reasonably accommodate qualified employees who have disabilities that may affect the performance of the essential functions of their job, unless doing so presents an undue hardship to the District or poses a direct threat to the health and safety of others. An employee who has a sensory, physical, or mental impairment that affects job performance should inform Human Resources as soon as possible.

Similarly, we provide reasonable accommodations to applicants to enable them to be considered for a job opening, absent undue hardship or direct safety threat. If you learn that an applicant seeks a reasonable accommodation, please let Human Resources know as soon as possible.

Once we learn of your request for an accommodation, we will work with you to confirm whether you are able to perform your essential job functions and to identify possible reasonable accommodations, if needed. As part of this process, we may request medical information from your treating healthcare providers or a medical evaluation by an independent healthcare provider at the District's expense. You are expected to cooperate fully with this process. Inquiries about reasonable accommodations, as well as any medical information obtained as part of the process, will be kept confidential to the fullest extent possible.

Whenever possible, the District wishes to reasonably accommodate the needs of employees and applicants with disabilities, but we also have an obligation to provide a safe working environment for all employees, clients, and others on our premises. The District therefore may need to evaluate whether an employee's health condition poses a substantial or unreasonable risk of harm to the employee, clients, or others.

If you become unable to perform the essential functions of your job, even with reasonable accommodation, we will assist you in identifying other jobs at the District that may be available and for which you may be qualified.

### ***Domestic Violence, Sexual Assault, and Stalking***

We provide reasonable safety accommodations for employees who are victims of, or are at risk of becoming victims of domestic violence, sexual assault or stalking, provided the accommodations do not impose an undue hardship on the District. Reasonable safety accommodations might include, but are not limited to, installing a lock, transfer or reassignment, a modified schedule, a leave of absence, or changing a work telephone number or work location. Employees who have secured a restraining order that excludes an individual from being at or near their place of employment, or have any other reason to believe a threatening person may try to contact them while at work should notify Human Resources immediately.

Employees may be required to provide documentation certifying their status as a victim, or family member of a victim, of domestic violence, sexual assault, or stalking, or supporting the request

for a reasonable accommodation. This might include a police report, court order or other documentation from a health care provider, advocate, clergy, or legal representative, or a signed statement.

### ***Pregnancy***

The District provides accommodations to pregnant employees. Upon request, pregnant employees will receive frequent, longer, or flexible restroom breaks; allowance to eat and drink while working; providing seating or the opportunity to sit more frequently; and assistance with lifting any object over 17 pounds.

If a pregnant employee needs an accommodation other than those listed above, they should inform their supervisor or Human Resources as soon as possible. These might include: job restructuring; modified work schedules; reassignment to a vacant position; acquiring or modifying equipment, devices, or an employee's workstation; providing for a temporary transfer to a less strenuous or less hazardous position; additional assistance with manual labor and limits on lifting; and scheduling flexibility for prenatal visits. Upon your request, we will have a discussion with you regarding the reasonableness of the requested accommodation and whether it can be provided without undue hardship. We may request certification from a healthcare professional to assist in the process.

### ***Lactation***

The District provides a reasonable amount of break time to accommodate an employee who desires to express breast milk for their infant child or toddler (up to 2 years of age), or desires to breastfeed an infant or toddler who is brought to the premises, unless this creates an undue hardship for the District. We will make a reasonable effort to provide a private, suitable location, in accordance with applicable federal and state laws. To arrange for lactation breaks, please speak to your supervisor or Human Resources.

### ***Religion***

We provide reasonable accommodations to qualified employees for sincerely held religious beliefs and practices, provided the accommodations do not impose an undue hardship to the District or pose a direct safety threat. Religious beliefs are broadly defined and include moral or ethical beliefs as to what is right and wrong, which are sincerely held with the strength of traditional religious views. Reasonable accommodations for religious reasons may include, for example, allowing employees to wear religious clothing or to take time off to engage in a religious observance or practice, such as a holy day.





# Gig Harbor Fire & Medic One Organizational Policy

Title: Policy Against Discrimination, Harassment, and Retaliation

Reference: 7000.2.2

Applies to: All Employees

Approved by: Board of Fire Commissioners

## **Purpose**

The District is committed to providing a work environment that is free of discrimination, harassment, and retaliation. While the District is primarily responsible for seeing that this policy and our Equal Employment Opportunity Policy are implemented, all employees share in the responsibility to ensure these policies are followed. We encourage you to discuss any questions about our Equal Employment Opportunity Policy or this Policy Against Discrimination, Harassment, and Retaliation with Human Resources.

## **Policy**

### ***Prohibited Conduct***

All employees are expected to be sensitive to, and respectful of, their co-workers and others with whom they come into contact while working for or representing the District. We do not tolerate discriminatory, harassing, or retaliatory conduct of any kind, for any reason. Every employee, regardless of their position, is responsible for creating an atmosphere free of discrimination, harassment, and retaliation. "I was joking," "I didn't mean it that way," or being under the influence of a drug or alcohol, are not acceptable excuses for inappropriate conduct.

This policy applies to conduct by employees directed towards any other person, including co-workers, customers, vendors, visitors to the workplace, and other third parties. This policy also prohibits discriminatory, harassing, or retaliatory behavior by other individuals over whom the District can exercise some control with respect to their conduct related to the District, such as customers, vendors, and others visiting our premises.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, including business-related trips and social events (even if not officially District-

sponsored). Likewise, you may not use District property, such as phones, computers, e-mail, or Internet, to engage in conduct that violates this policy.

We expect all supervisors to demonstrate and communicate appropriate standards of workplace conduct and monitor employee conduct. Supervisors who receive a complaint of discrimination, harassment, or retaliation, or observe discriminatory, harassing, or retaliatory conduct, must respond and report these complaints to Human Resources.

Any employee found to have engaged in conduct that violates this policy will be subject to disciplinary action, up to and including termination of employment. Similarly, if anyone else, such as a vendor or visitor engages in conduct that violates this policy, the District will take steps to remedy the situation and prevent any further violations to the fullest extent possible under the circumstances.

### ***What Is Harassment***

Harassment includes verbal, physical, or visual conduct or materials that create an intimidating, hostile, or offensive work environment, or that may otherwise unreasonably interfere with an employee's work performance. Harassment of any type for any reason is unacceptable, even if it falls short of illegal conduct. In particular, harassment violates our policies when it is based on a protected characteristic or activity, including those listed in our Equal Employment Opportunity Policy.

Harassment can range from extreme forms, such as violence, threats, or physical touching, to less obvious actions like ridiculing, teasing, or repeatedly bothering or refusing to talk to an employee. The following are some examples of conduct that would be considered harassment under this policy:

- Derogatory, demeaning, or insensitive jokes, pranks, comments, or images, including epithets or slurs;
- Negative stereotyping (negative behavior in response to another person's conduct or personality traits that do not conform to certain ideas or perceptions about how individuals of a particular sex or other protected characteristics should act or look);
- Non-verbal behavior, such as staring, leering, or gestures;
- Intentionally and repeatedly excluding someone from normal workplace conversations or activities, making them feel unwelcome, or encouraging others to do so;
- Written or graphic material displayed or circulated that denigrates or shows hostility or aversion toward an individual or group;
- Intimidating, hostile, disrespectful, humiliating, or otherwise offensive conduct or remarks that are directed at a person or group;
- Aggressive or angry conduct or statements, overt or veiled threats, stalking, or spying;

- Belittling statements about another's ideas, opinions, or personal circumstances;
- Inciting conflict or anger against another, including spreading malicious rumors or gossip;
- Maliciously tampering with or disturbing another's personal belongings, workspace, or work product; or
- Knowingly or recklessly making a false complaint of discrimination or harassment, or providing knowingly false information regarding such a complaint.

These examples are not exhaustive, and there may be other behaviors that constitute unacceptable harassment under our policy.

### ***What Is Sexual Harassment***

Sexual harassment is a particular form of harassment that involves or focuses on a person's sex or gender, gender identity, or gender expression. Sexual harassment can happen regardless of an individual's gender, gender identity, or gender expression, and can occur between same-sex and opposite-sex employees. Sexual harassment can also occur in the context of an intimate relationship that was once consensual when one participant has communicated to the other that the relationship has changed and certain behavior is no longer welcome. Harassing conduct, however, does not need to be motivated by sexual desire to be considered sexual harassment. Depending on the circumstances, sexual harassment can include, among other things:

- Vulgar or sexual comments, jokes, stories, or innuendo;
- Graphic or suggestive comments about someone's appearance, body, manner of dress, sexual prowess, or sexual deficiencies;
- Unnecessary or unwanted bodily contact, such as massaging, pinching, patting, hugging, groping, brushing against another person's body, blocking normal movement, or physically interfering with the work of another employee;
- Gossip or inappropriate questions or comments about someone's sexual conduct, sexual orientation, gender identity, gender expression, or transition to another gender;
- Leering, inappropriate touching, sexual assault, catcalls, or obscene or suggestive gestures;
- Displaying or circulating in the workplace sexually suggestive objects, photographs, cartoons, graffiti, or other images (including by e-mail or text message);
- Unwelcome and repeated flirtations, sexual advances, requests for sexual favors, or requests for dates;
- Subtle pressure for sexual activity or touching, including unwelcome sexual advances by a supervisor towards a subordinate;
- Solicitation or coercion of sexual activity, touching, or dates with an implied or express promise of rewards or preferential treatment, or with the implied or express threat of punishment;
- Retaliation against an employee for refusing sexual overtures or requests for dates; or

- Intimidating, hostile, derogatory, or otherwise offensive conduct or remarks that are directed at a person because of that person's sex or gender, whether or not the remarks themselves are sexual in nature.

### ***Preventing Retaliation***

We recognize that employees may find it difficult to raise complaints and to be involved in investigations into complaints. We assure you that you can raise concerns in good faith about any conduct you believe violates our policies against discrimination, harassment, and retaliation, and you can honestly participate in investigations or proceedings regarding such complaints, without fear of discipline or retaliation of any kind.

In support of this policy, we expect that employees, regardless of their position, will not engage in any type of harassing or retaliatory conduct towards another employee who makes or intends to make a complaint related to discrimination, harassment, or retaliation, who encourages another to make such a complaint, or who participates in any way in an investigation or proceeding relating to such a complaint.

### ***Reporting Discrimination, Harassment, or Retaliation***

As an employee of the District, you must report any workplace-related conduct by a supervisor, co-worker, vendor, visitor, or any other individual that you believe in good faith to be discrimination, harassment, or retaliation, regardless of whether the unacceptable behavior is directed towards you or another individual. You can report these concerns, verbally or in writing, to Human Resources or your supervisor. All employees who observe or experience discrimination, harassment, or retaliation shall document the details of the incident in writing, and provide that writing to the person to whom they report their concern. Because these situations can be difficult to define, we strongly urge you to promptly report any concerns without worrying about whether the conduct involved would violate our policy or be considered unlawful.

If we learn of a potential concern related to discrimination, harassment, or retaliation, we will follow the Employee Complaint and Investigation Procedure.



# Gig Harbor Fire & Medic One Organizational Policy

Title: Employee Complaint and Investigation Procedure  
Reference: 7000.2.7  
Applies to: Pierce County Fire District #5  
Approved by: Board of Fire Commissioners

## **Purpose**

The District takes employee concerns and complaints seriously. We want to hear from our employees about important employment-related issues and concerns, including discrimination, harassment, retaliation, and workplace safety. This policy provides a procedure for reporting any concerns so prompt action can be taken to stop or correct any inappropriate conduct.

## **Policy**

### ***Step 1***

We encourage you to bring any complaints or concerns regarding employment-related issues, including discrimination, harassment, retaliation, and workplace safety, to the attention of your supervisor or Human Resources. If, for any reason, you are uncomfortable bringing these issues to Human Resources, you may also contact the Fire Chief. If the concern or complaint is about your supervisor, the complainant may report such concerns to the next level supervisor in the chain of command. If the concern or complaint is about the Chief, the complainant may report such concerns to Human Resources or the Board of Fire Commissioners.

Supervisors who receive a complaint of discrimination, harassment, or retaliation, or observe discriminatory, harassing, or retaliatory conduct, must respond and report these complaints to Human Resources.

### ***Step 2***

Employee complaints will be investigated as timely and thoroughly as possible, and appropriate steps will be taken to resolve valid concerns. The District may also determine that it can address and correct a situation with a course of action other than an investigation.

Investigations will typically include discussing the allegations with whomever reported the

concern, any accused individual, and others who may have information relevant to the investigation. Relevant documents and records, including e-mails and other electronic communications, also may be reviewed. All employees are expected to cooperate with requests for interviews, documents, or other evidence, and to fully support our efforts to thoroughly investigate an incident. Every effort will be made to provide confidentiality, meaning we will only share information obtained through our investigation to the extent necessary to investigate and appropriately address the concern. An employee may be placed on a paid or unpaid administrative leave if we feel it is appropriate to do so while we conduct our investigation and determine the proper response to the situation.

### **Step 3**

Our ultimate goal will be to determine 1) whether our policies were violated, and 2) the appropriate action to take in light of any improper conduct. Depending on the gravity of an offense, we will take appropriate disciplinary action against the offending employee, up to and including termination of employment. We may also take appropriate disciplinary action against any supervisor who knowingly allows any improper conduct or fails to report such conduct. Similarly, if any third party engages in conduct that violates this policy, the District will take steps to remedy the situation and prevent any further violations to the fullest extent possible under the circumstances. Employees who report a concern will be notified about the final determination reached through the investigation.

Any retaliation or reprisal for reporting alleged harassment or discrimination made in good faith or for providing information or cooperating in any investigation of alleged harassment or discrimination is strictly prohibited and is itself a violation of this policy. Please report any retaliation pursuant to this complaint procedure.