



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Sexual Harassment		
Policy #: 15-003	Original: March 18, 2013	Revised: December 2018; July 2022
Approval: Company Floor		Date 7/6/2022

Objective: To prohibit the harassment of any member or employee of the Delaware City Fire Company by anyone based on the person's gender. The Delaware City Fire Company does not condone, and will not tolerate, sexual harassment by its members, employees, guests, or anyone on our property at any time. It is also our intention to adhere to State Law: Title 19, Section 7 that outlines sexual harassment.

All members and employees, are required to take Sexual Harassment training on an annual basis, and are expected and required to abide by this policy. Annual completion of the on-line course will serve as acknowledgement to the policy. Any member, or employee, in violation of this policy will be subject to appropriate disciplinary action; up to and including discharge from the company and possible criminal charges.

Definition of Sexual Harassment

- 1) Quid Pro Quo Harassment
 - i) Submission to sexual conduct is made either an explicit or implicit condition of an individual's membership
 - ii) Submission to or rejection of sexual conduct is used as a basis for a membership decision which might either positively or adversely affect the member within the Delaware City Fire Company, including as regards assignments and other membership conditions
- 2) Hostile Work Environment Harassment
 - i) The harassment is severe or persuasive enough to unreasonably interfere with a member's work performance or to create an intimidating, hostile, or offensive workplace.

Management of the Delaware City Fire Company shall, as often and practical as possible, take the necessary steps to control conduct before it becomes unlawful sexual harassment. Therefore, conduct within any station or during any official function shall be done in a professional manner and free of sexual conduct, gestures, photographs, or other methods of communication that may be considered offensive to any member.



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Responsibility of Officers

All officers are expected to reasonably supervise the members that report to them. They must remain aware of behavior and work conditions that take place in their presence and take the necessary steps to prevent it from occurring.

Some Examples of Sexual Harassment

1. Visual harassment such as inappropriate posters, magazines, calendars, cartoons, etc.
2. Verbal harassment such as repeated requests for dates, lewd comments, sexually explicit jokes, or whistling
3. Written harassment such as love letters, poems, or graffiti
4. Non-verbal harassment such as obscene gestures or motions
5. Subtle pressure or sexual activities
6. Unnecessary or unwanted touching, patting, pinching, rubbing, or kissing
7. Staring inappropriately at a certain body part
8. Frequent intentional brushing up against another person's body
9. Promise of a promotion or favorable assignment or advancement opportunities in exchange for sexual favors
10. Demanding sexual favors that are accompanied by an implied or overt threat.
11. Physical assaults or attempts assaults of a sexual nature

Complaint Procedure

Any member or employee who feels that he or she has been sexually harassed should report the matter to the President immediately. Similarly, any member who believes they have witnessed sexual harassment, or that sexual harassment is taking place, should report the matter to the President also. If the President is unavailable, or the member believes it would be inappropriate to contact the person due to the fact that he or she may be involved in the incident, should contact the 1st Vice President

The Delaware City Fire Company will handle all allegations of sexual harassment in a swift and lawful manner. All complaints will be made formally and handled as discreetly and confidentially as possible. Retaliation of any member who reports sexual harassment will not be tolerated; nor will their membership, opportunities for promotion, or any other entitlements of membership be adversely affected.

Any means of reporting is acceptable but the following information must be included:

1. Name of complainant
2. Position
3. Date and Time the incident occurred



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4. Detailed description of what and where the harassment occurred
5. How many times did it occur
6. Were there any witnesses?
7. Did you immediately report the incident? To whom?
8. Do you feel there are other victims involved?

Additional Reporting Measures

In addition to reporting sexual harassment internally, a member or employee, may also contact the Delaware Department of Labor.

Delaware Department of Labor Anti-Discrimination Office (302) 761-8200
Or call (302) 424-1134 or visit: www.dia.delawareworks.com/discrimination

The Delaware City Fire Company will also post current Delaware Sexual Harassment Posters in the employee kiosk and on the member's bulletin board.

Standard for Evaluating Harassment

Determining the existence of quid pro quo harassment is not particularly difficult. However, determining whether unwelcome sexual conduct rises to the level of unlawful harassment, or a hostile work environment is more difficult.

In order to determine whether a hostile work environment has occurred, the Delaware City Fire Company may consider the following factors:

- 1) Whether the conduct was verbal or physical; or both
- 2) How frequently was it repeated
- 3) Whether the conduct was hostile and patently offensive
- 4) The rank and authority of the harasser
- 5) Whether others joined in pertaining to the harassment
- 6) Whether or not the harassment was directed at more than one person

After considering the above factors, the Delaware City Fire Company will determine whether or not the conduct unreasonably interfered with an individual's work performance or creates a hostile, intimidating, or offensive work environment. In determining whether the harassment is sufficiently severe enough to create a hostile work environment, the harasser's conduct will be evaluated from the perspective of a "reasonable person" of the same gender as the member who brought the complaint.

The "reasonable person" standard will consider the victim's perspective and not what may or may not have been acceptable in the past. For example, Equal Employment



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Opportunities Commission believes that workplace in which sexual slurs, displays of “girlie” pictures and other offensive conduct abound can constitute a hostile work environment even if many members believe it to be insignificant or harmless.

Isolated sexual conduct or remarks generally do not create an unlawful environment. A hostile work environment claim generally will require a showing of a pattern of offensive conduct. A single, usually severe incident of harassment, however, may be sufficient to constitute a Title VII violation; the more severe the harassment, the less need to show a repetitive series of incidents. This is particularly true when the harassment is physical.

Discipline

In the event that the Delaware City Fire Company investigation determines that a member or employee has committed sexual harassment, that individual may be subject to reprimand, demotion, suspension, or dismissal depending on the severity of the offense.

Prevention of Sexual Harassment

The Delaware City Fire Company prefers to emphasize prevention of sexual harassment in favor of taking action after the harassment has occurred. All members and employees are encouraged to:

1. Conduct themselves in a professional, business-like manner at all times
2. Familiarize yourself with our sexual harassment policy
3. Be aware of your attitude regarding opposite sex in general and sexual harassment
4. Never ignore instances of sexual harassment or conditions giving rise to sexual harassment
5. Set a positive example by treating everyone with respect and letting others know that you demand the same degree of respect from them
6. Do not assume that sexually explicit jokes, cartoons, or pictures, friendly gestures, and so forth are harmless and inoffensive
7. Refrain from making jokes at someone else’s expense and from seeking to embarrass, humiliate, offend, or threaten others
8. Carefully consider whether or not personal comments or questions are appropriate to the relationship and/or the workplace before speaking
9. Do not go along with the crowd or as an individual accept the inappropriate behavior of others
10. Be supportive of people who are being harassed or who have been sexually harassed
11. Do not hesitate to seek help in preventing or remedying a situation of sexual harassment



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12. Weigh your options in dealing with sexual harassment carefully, since such obvious fixes such as remaining silent, transferring or resigning are rarely the best solution to the problem
13. Do not use negative behavior to bring attention to yourself in an effort to bring attention to the problem
14. Immediately stop any behavior that you believe, even as a remote possibility, might be interpreted as sexual harassment
15. Consider whether you would object to having your remarks recorded or your actions videotaped and later played back to your spouse, parents, friends or acquaintances. If you would have a problem with such an arrangement, reconsider the appropriateness of your workplace behavior.
16. Communicate. If another member's conduct is offensive, let them know. Ask someone if your conduct is offensive. Correct if necessary.