

## Southern Inyo Fire Protection District Policy Handbook

POLICY TITLE: **Tobacco Use**  
POLICY NUMBER: **2195**  
APPROVAL DATE: **01/20/09**

- 2195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.
- 2195.1.1** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.
- 2195.1.2** Employees are prohibited from smoking within fifty (50) feet of any District buildings or equipment and while actively engaged in providing services for the District.
- 2195.2** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.
- 2195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

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POLICY TITLE: **Smoke-Free Workplace**  
POLICY NUMBER: **2197**  
APPROVAL DATE: **01/20/09**

- 2197.1** Smoking is prohibited within the buildings and facilities of the Southern Inyo Fire Protection District. Those who smoke are requested to do so outdoors, and to dispose of cigarette butts properly.
  
- 2197.2** Extra care should be taken when working around combustible materials, or out in the field.
  - 2197.2.1** Personnel who smoke in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner.
  
- 2197.3** Smoking is not allowed in any District vehicles.

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POLICY TITLE:     **Pre-Employment Physical Examinations**  
POLICY NUMBER:   **2200**  
APPROVAL DATE:   **11/18/08**

- 2200.1** All individuals who are offered full-time, temporary, part-time, or volunteer employment shall be required to submit to a physician's examination at District expense. The examining physician will be provided a description of the job involved to assist in determination of the individual's fitness to work.
- 2200.1.1** Employment will not occur until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.
- 2200.1.2** Employment will not occur if the individual refuses to cooperate in the examination and testing.
- 2200.2** Retesting of an individual who was previously employed on a temporary, part-time, full time, or volunteer basis will be required if more than three months have elapsed since the individuals last day of work for the District.
- 2200.3** When the individual to be tested reports to the medical facility for the scheduled examination, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.
- 2200.4** All test results shall be kept confidential. The applicant may be told they failed to pass the test, but only the employee and the General Manager shall have access to the actual test results.
- 2200.5** District employment application forms shall contain a notice to applicants as follows:
- The District has a policy of requiring a physician's physical fitness exam of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or if you are unwilling to consent to such an examination if offered employment, it is recommended that you don't submit an application.

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POLICY TITLE:     **Sexual Harassment**  
POLICY NUMBER:   **2210**  
APPROVAL DATE:   **11/18/08**

- 2210.1** Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.
- 2210.2** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- 2210.2.1** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - 2210.2.2** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  - 2210.2.3** Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.
- 2210.3** Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:
- 2210.3.1** Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.
  - 2210.3.2** Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading works to describe the person, or propositions of a sexual nature.
- 2210.4** Policy Publicizing: All employees shall be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process shall be readily available to all employees and members of the general public utilizing the District's facilities and services.
- 2210.4.1** All new employees shall be given a copy of the sexual harassment policy at the time of hiring and said policy's contents shall be discussed with said employee at the time by the General Manager.
  - 2210.4.2** An annual bulletin shall be prepared and distributed to all employees re informing them of the District's sexual harassment policy.

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- 2210.5** Within three (3) working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's sexual harassment policy.
- 2210.6** Complaint Process: Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.
- 2210.6.1** An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred; the employee is free to file their complaint with any supervisory employee.
- 2210.6.2** A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy# 2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee or with the Chairperson of the Board of Directors if the employee's immediate supervisor is the General Manager and the General Manager is unavailable or personally involved in said complaint.
- 2210.7** Complaint Response Process: Any supervisory employee who receives a formal or informal sexual harassment complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver said complaint immediately and directly to the General Manager.
- 2210.7.1** Within twenty-four (24) hours of the filing of a formal or informal complaint, even if it is withdrawn. The investigation shall be conducted by the General Manager.
- 2210.7.2** A written record of any investigation of an alleged sexual harassment shall be maintained.
- 2210.7.3** All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.
- 2210.7.4** The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person shall be advised of his/her right prior to the commencement of such discussions.
- 2210.8** Disciplinary Procedures and Sanctions: Upon conclusion of the investigation of an alleged sexual harassment, appropriate action shall be taken by the General Manager against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment.

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- 2210.8.1** Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the harassment.
  
- 2210.8.2** Action taken to remedy a sexual harassment situation shall be done in a manner so as to protect potential future victims.
  
- 2210.8.3** Employees complaining of sexual harassment shall be protected thereafter from any form of reprisal and/or retaliation.