



OFFICE OF FIRE AND AVIATION
DIRECTOR'S POLICY STATEMENT
on
EQUAL EMPLOYMENT OPPORTUNITY



Equal Employment Opportunity (EEO) is an integral component in the management of our work force. Full individual potential can be realized only when all our employees receive equal opportunity and fair treatment. I WILL TOLERATE NOTHING LESS. Equal Employment Opportunity considerations must form an integral part of the decision making process of every manager and supervisor. Non-supervisory personnel must share the responsibility and support this effort through their own conduct and sensitivity to the rights of coworkers and others with whom they interact on the job.

So that there is no misunderstanding and so that none of us become complacent, I will restate my policy on equal employment opportunity:

I am personally committed to providing Equal Employment Opportunity, to all persons by prohibiting discrimination in employment because of race, color, religion, sex, sexual orientation, national origin, age, and mental or physical disability and by promoting equal opportunity through a continuing affirmative employment program. This policy will be applied in all facets of recruitment, employment, development, advancement, supervision, and treatment of employees and applicants.

Managers and supervisors must be alert to issues which might result in allegations of discrimination. When discrimination is alleged, it will be the policy in the Office of Fire and Aviation to attempt to resolve the matter in a prompt and equitable manner. I urge both employees and managers to work together to resolve conflicts at the earliest stages, and I call your attention to the availability of qualified EEO counselors to serve in that effort.

Equal Employment Opportunity is included as a performance standard in the performance appraisals of managers and supervisors who will be held accountable through the Employee Performance Plan and Results Report (EPPRR) process.

Your continuing awareness and dedication is vital to insuring that all Office of Fire and Aviation employees reach their full potential in an atmosphere of cooperation rather than conflict.

/s/Larry E. Hamilton
Larry Hamilton
Director, Office of Fire and Aviation

June 6, 2003
Date



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on
SEXUAL HARASSMENT



Sexual harassment is a form of sex discrimination and is illegal under Title VII of the 1964 Civil Rights Act. It is deliberate or repeated and unwelcome behavior of a sexual nature. It negatively affects morale, motivation, and job performance. Sexual harassment results in increased absenteeism, turnover, inefficiency, and loss of productivity. Examples of sexual harassment include but are not limited to the following:

- Physical conduct: Unwelcome touching, standing too close, brushing against someone; suggestive looks or leering; inappropriate or threatening staring or glaring, obscene, threatening, or offensive gestures.
- Verbal or written conduct: Pressure for sexual favors; inappropriate references to body parts; derogatory or demeaning comments, jokes, or personal questions; sexual innuendoes; offensive remarks about gender or sexual orientation, obscene letters or telephone calls; catcalls; whistles, or questionable compliments.
- Visual or symbolic conduct: Display of nude pictures, scantily-clad, or offensively-clad people; display of offensive, threatening, demeaning, or derogatory symbols, drawings, cartoons, or other graphics; offensive T-shirts, coffee mugs, bumper stickers, or other articles.

An employee who engages in sexual harassment will face consequences ranging from verbal warnings and letters of reprimand, up to and including termination from employment, depending on the seriousness of the misconduct. Managers and supervisors who do not take action when they know or suspect that harassment is occurring also face discipline. Contractor staff may be subject to comparable penalties from their employers, and a contractor who fails to enforce this policy may have its contract terminated. Visitors who harass may be removed from any workplace and prevented from returning. **SEXUAL HARASSMENT WILL NOT BE TOLERATED.**

Individuals who believe they are being sexually harassed should do any of the following:

1. Tell the harasser to stop the offensive conduct; and/or
2. Tell a supervisor or manager about the harassment; and/or
3. Contact the EEO Office, the EEO Manager, 208-387-5454, and EEO Counselor, or any one you trust to take appropriate action.
4. When you are on an incident, contact a Human Relations Officer, if one is available.
5. You can also call the Sexual Harassment Hotline at 1-800-208-0328 or 202-219-0138.

/s/ Larry E. Hamilton
Larry Hamilton
Director, Office of Fire and Aviation

June 6, 2003
Date