
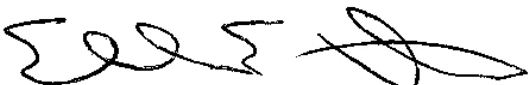




East County Fire and Rescue Standard Operating Guidelines

Title Workplace Anti-Discrimination and Harassment	SOG # 1.2.2
Policy Adoption 	Date 11/19/2024
Standard Operating Guideline Adoption 	Date 11/19/2024

Purpose

The purpose of this Policy is to clearly establish East County Fire and Rescue's (ECFR's) commitment to provide a work environment and delivery of services free from harassment and discrimination, to define discriminatory workplace harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. ECFR takes a zero-tolerance approach to harassment and discrimination. ECFR believes everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. In addition, the district is committed to providing external facing services without discrimination.

Because harassment and discrimination are illegal, this policy and standard operating guideline (SOG) focuses exclusively on behavior that is prohibited by law. However, ECFR expects its members to adhere to a higher standard of behavior in accordance with the *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a).

Scope

This SOG applies to all elected and appointed (volunteer, part-time, and full-time) members of ECFR.

Policy

East County Fire and Rescue (ECFR) has established the following policies related to ensure equitable treatment of all members and ensure compliance with state and federal laws prohibiting workplace harassment (ECFR, 2024b).

- East County Fire and Rescue provides equal employment opportunity without discrimination or harassment based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law, including:
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
 - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.

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- Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities; Age Discrimination Act of 1975, which prohibits discrimination based on age.
- U.S. Department of Homeland Security regulation 6 CFR Part 19, which prohibits discrimination based on religion in social service programs.
- Washington State Law Against Discrimination (WSLAD), Revised Code of Washington (RCW) 49.60 Discrimination—Human Rights Commission
- ECFR encourages members to report all perceived incidents of discrimination or harassment. Reports will be promptly and thoroughly investigated. ECFR prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports.
- Consistent with the district’s stated organizational values, we will endeavor to provide equitable services and access to governance without discrimination. Equitable does not mean “the same”. Wherever possible, services and access to governance will be provided to meet the needs of the individual.
- The district encourages reporting of all perceived incidents of discrimination. ECFR will promptly and thoroughly investigate such reports. ECFR prohibits retaliation against any individual who reports discrimination or participates in an investigation of such reports.
- Members found to be engaging in any form of harassment, discrimination, or retaliating against another member for reporting such behavior, shall be subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers).

Procedure

The following procedures define the district’s process for preventing discrimination or harassment and response to complaints alleging such behavior.

Responsibilities

All members regardless of rank and role are responsible for following the standards and requirements for conduct outlined in this SOG.

Supervisors (chief officers, company officers, and members working out of class) must lead by example in ensuring the workplace and delivery of external facing services are free from discrimination and harassment. Supervisors must also take immediate action to confront and correct inappropriate discriminatory or harassing behavior and immediately advise the fire chief of complaints of harassment.

ECFR’s Board of Fire Commissioners and fire chief are responsible for providing clarity of expectations, ensuring that these guidelines, rules, and procedures remain current with state and federal law, and to ensure that incidents of discrimination or harassment brought to their attention are dealt with fairly, quickly, and impartially.

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Basic Guidance

Of necessity, the district’s standard operating guidelines prohibiting discrimination, workplace anti-harassment, and maintaining a respectful workplace environment address somewhat complex and interrelated federal and state legal requirements. This can be off putting and perceived as unnecessary to district members who believe that they do not discriminate or harass others and contribute to a respectful workplace environment. However, these are important issues from both an operational and compliance perspective. Discrimination, harassment, and disrespect are often rooted in biases.

Bias: Supporting or opposing a particular person or thing in an unfair way, because of allowing personal opinions to influence your judgment. Bias may be implicit or explicit (Cambridge dictionary, n.d.).

Implicit Bias: “Implicit bias is an unconscious or immediate thought process that may go directly against our conscious beliefs” (The Jed Foundation, n.d.). An example of implicit bias would be a feeling of discomfort when you are around individual or groups who are different than yourself, even though you do not know anything about them as people.

Explicit Bias: “Explicit bias is the conscious process in which we evaluate another person, deem them “acceptable” or “unacceptable,” and then treat that other person according to how we see them” (The Jed Foundation, n.d.). An example of explicit bias is consciously using language that is disrespectful when speaking about people with different identities or treating someone as unintelligent because they have a disability.

While in many cases, state and federal law prohibit implicit bias and discrimination, implicit bias is more insidious. It is important for all East County Fire and Rescue members to be aware of, and work to mitigate the potential impact of implicit biases on service delivery.

Definitions

Discrimination: The unfavorable or unfair treatment of a person or class of persons based on a protected class or characteristic (Stanford University, n.d.).

Equity: The process of identifying and removing the barriers that create disparities in the access to resources and means, and the achievement of fair treatment and equal opportunities to thrive (NACO, n.d.).

Age: Age discrimination occurs when an applicant, employee, or student is treated adversely because of their age.

Ancestry: Ancestry discrimination occurs when an applicant, employee, or student is treated adversely because of their country, nation, tribe or other identifiable group of people from which a person descends. It can also refer to common physical, cultural or linguistic characteristics of an individual's ancestors.

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Disability: Disability discrimination involves treating an applicant, employee, or student adversely because of their disability. A student or employee is disabled if: they have a physical or mental condition that substantially limits one or more major life activities; they have a record of a disability; and they are regarded as having a disability.

Ethnicity: Ethnicity discrimination involves treating a group or a member of that group unfavorably because of their present or past lineage and genealogy, including national origin and race/color. Discrimination based on a person's ethnicity can also involve treating people unfavorably because of who they are related to or married to or their connection with ethnic organizations or groups.

Gender Expression: Gender expression discrimination involves adverse treatment of a person (an applicant, staff, an employee, faculty member, or student) because of the way that person chooses to express their sexual identity and often involves expressions related to an individual's femininity, masculinity, or androgyny. Gender expression is external and socially perceived. Gender expression refers to external characteristics and behaviors that are socially defined as either masculine or feminine. Manifestations of gender expression are found in dress, mannerisms, speech patterns, societal preferences, and norms and in other social interactions.

Gender Identity: Gender identity discrimination involves treating a person (an applicant, an employee, faculty member, or student) unfavorably because of a person's sense of being male or female, resulting from a combination of genetic and environmental influences. Gender identity is a self-concept or self-identity made by that individual person.

Genetic Information: Genetic information discrimination involves treating an applicant, staff, faculty member, or student unfavorably because of information about an individual's genetic tests and/or the genetic tests of an individual's family members, as well as information about the manifestation of a disease or disorder in an individual or their family members (i.e., family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future. Genetic information also includes an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, and the genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using assisted reproductive technology.

Marital Status: Marital Status discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably with regards to the institution of marriage.

National Origin: National origin discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also involves treating people unfavorably because they are married to or associated with a person of a certain national origin or because of their connection with

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an ethnic organization or group. Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

Parental Status: Parental status discrimination involves treating an applicant, staff employee, faculty member, or student unfavorably for being the parents of young children, caring for elderly parents and sick significant others. This also includes violations of the Pregnancy Discrimination Act (PDA) which forbids treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth; when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

Pregnancy: Pregnancy discrimination means treating an applicant, employee, or student adversely because of pregnancy, childbirth, or related medical conditions.

Race/ Color: Race/color discrimination involves treating an applicant, staff employee, faculty member, or student less favorably because they are of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to or associated with a person of a certain race or color or because of a person’s connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

Religion: Religious discrimination means treating an applicant, employee, or student adversely because of their religious beliefs. This protection not only applies to people who belong to traditional, organized religions, but also others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to or associated with an individual of a particular religion or because of their connection with a religious organization or group.

Sexual Orientation: Sexual orientation discrimination means treating an applicant, employee, or student adversely because of that person's sexual orientation (gay, lesbian, bisexual, pansexual etc.) or because that person is perceived to be gay, lesbian, bisexual, pansexual, etc.

Veteran Status: Veteran status discrimination involves treating an applicant, employee, or student adversely because of past, present, or future affiliation with a branch of the Armed Services of the United States to include all active, reserve, and guard components.

Verbal Harassment/Discrimination: Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was

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intended to harass. This includes, but is not limited to, inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.

Physical Harassment/Discrimination: Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual based on race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law. This includes pinching, patting, grabbing, inappropriate behavior, or making explicit or implied threats or promises in return for submission to physical acts.

Visual Forms of Harassment/Discrimination: Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law. This applies to both posted material and material maintained in or on ECFR equipment or personal property in the workplace.

Sexual Harassment/Discrimination: Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purpose of the SOG, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and any other verbal, physical, or visual conduct of a sexual nature where such actions or allowance of such actions are made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors: sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Harassment/Discrimination: Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, gender, sexual orientation, gender identity or expression, age, disability, marital and family status, citizenship, genetic information, or any other characteristic protected by federal, state, and local law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

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Important: Discrimination and Harassment may be based on the perception of others (who may see things quite differently). It is important to note that intent to harass or discriminate is not required for behavior to be a violation of state and federal law as well as this SOG.

Substantiated Complaints: A complaint that is directly supported by evidence (e.g., witness statements, physical evidence) gathered during an investigation. The validity of a claim for discrimination or harassment is measured from the perspective of a reasonable person/victim, not subjectively based on what a hypersensitive individual may believe. A complaint that is substantiated clearly meets the element of just cause pertaining to guilt as specified in Article 16 Discipline and Discharge, Section 3 of the collective bargaining agreement between the district and Local 2444 IAFF.

Unsubstantiated: A complaint made in good faith that is not fully supported by evidence gathered during an investigation. It is important to note that a finding of unsubstantiated does not mean that inappropriate behavior did not occur, and corrective action may be taken to ensure that the respondent understands and executes their responsibility for respectful behavior as specified in *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a).

Unfounded: An unfounded complaint may involve behavior that was clearly not a violation of Federal or State law or of the *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a). Unfounded complaints are generally the result of a misunderstanding that may be resolved informally.

False & Malicious Complaint: A complaint made without reasonable grounds and with malicious intent. A complaint determined to be false and malicious based on evidence (e.g., witness statements, physical evidence) clearly meets the element of just cause pertaining to guilt of the *accuser* as specified in the collective bargaining agreement between the district and Local 2444 IAFF, Article 14-Disciplinary Procedures.

Confronting Offensive Behavior

If any person believes they are the victim of any form of harassment or discrimination, they may attempt to respectfully confront this behavior. If the harassment or discrimination is unintentional, addressing it directly can be an effective corrective action. If the harassment or discrimination does not stop or appears intentional, the offended member can initiate either an informal or formal complaint as outlined in this SOG.

Because confrontation is difficult for some people and because of the complex nature of harassment and discrimination, members are **not** required to confront an offending party prior to initiating the informal or formal complaint procedure.

Members observing harassment or discrimination towards another member should also speak up and inform the offending individual that their behavior is inappropriate. Supervisors have a greater responsibility in that they may take corrective action beyond peer pressure to ensure respectful behavior and consistency with the provisions of this SOG. Based on personal observation, supervisors may initiate coaching, counseling, or progressive discipline to include oral or written reprimand (as

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appropriate) without a complaint alleging harassment or discrimination by another member (discipline beyond a written reprimand may be imposed by the fire chief).

Informal Notice

Any member, community member, contractor, or job applicant who believes he or she has experienced harassment or discrimination should make a complaint orally or in writing to the fire chief within 30 calendar days of the alleged incident. This preliminary notice of potential harassment or discrimination may be verbal or written.

Complaints should be submitted the Fire Chief or Chairperson of the Board of Fire Commissioners (if the fire chief is alleged to have engaged in discrimination):

mail: Fire Chief or Board Chairperson
East County Fire and Rescue
600 NE 262nd Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

Complaints related to external facing services can also be submitted to the United States Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

Mail: US Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave, SE
Washington, DC 20528

e-mail: CRCLCompliance@hq.dhs.gov

fax: (202) 401-4708

telephone: 1 (866) 644 8360 (toll free)

Important: Any supervisor who observes harassment or discrimination or receives a complaint of disrespectful behavior that may rise to the level of harassment or discrimination, **shall** notify the fire chief immediately.

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Initial Response

Upon receiving notice of alleged harassment or discrimination, the fire chief shall inquire into the circumstances related to the allegation. Depending on the nature of the allegation and the member whose conduct is at issue, the investigation may be conducted internally or by an outside professional.

The fire chief shall document if the conduct in question may have risen to the level of actionable harassment or discrimination. If the conduct may have been actionable harassment or discrimination, a formal investigation shall be initiated through the district’s attorney. If the fire chief’s investigation determines that the allegations may not have risen to the level of harassment or discrimination, the behavior may be addressed through the provisions of the district’s respectful workplace SOG. Nothing in this SOG precludes the fire chief from initiating a formal investigation of alleged harassment or discrimination.

The district will track all complaints of alleged harassment or discrimination received.

An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the fire chief.

Corrective Action

If the complaint is substantiated, but the behavior did not rise to the level of harassment or discrimination, the provisions of *SOG 1.2.3 Respectful Workplace* (ECFR, 2024a) apply and disciplinary action may be taken based on the outcome of the initial investigation, or the district may proceed with a formal investigation (without receipt of a formal complaint) at the discretion of the fire chief. If the complaint was not substantiated, but indicative of a potential performance issue, non-disciplinary corrective action may be taken.

Formal Harassment Complaints

If after an initial inquiry is conducted, there is no resolution of the preliminary complaint, a formal written complaint may be filed by the individual who experienced the alleged harassment or discrimination. The fire chief or designee will provide a complaint form (Appendix B) to the complainant. This form shall be completed, signed, and returned to the fire chief within five (5) days after issuance, which will be clearly identified on the form.

Note: Completion of the complaint form will assist the district in gathering important information regarding the complaint. However, completion of the form is not required, and the district will investigate allegations of harassment regardless of if the complaint form is completed or the allegation is made in some other form.

Upon receipt of the formal written complaint, the fire chief will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the completed form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the fire chief, and received within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

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Formal Investigation

Upon receipt of the response, the fire chief may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s), and any other persons determined by the fire chief to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct. This investigation will generally be conducted by an external investigator contracted through the district’s attorney.

The results of the investigation and the determination as to whether harassment or discrimination occurred shall be final and binding and will be reported to appropriate persons including the complainant, the alleged actor(s), and affected supervisors within twenty (20) calendar days from the receipt of the response.

The district will maintain a written record of disciplinary action taken because of the investigation, and any other appropriate documents.

Time Extension: The fire chief may extend the time requirements set forth in this SOG when the fire chief determines it is in the best interests of fairness and justice to the parties involved.

Withdrawal of Complaint: If the complainant wishes to withdraw the complaint during the process, the investigator will document the reasons, but may continue the investigation at the district’s discretion. ECFR has a legal duty to investigate allegations of harassment and discrimination that appear to have merit, irrespective of the wishes of the complainant.

Right to Be Accompanied: A complainant or accused may be accompanied by another person for moral support and/or to observe the discussion, at any stage of a complaint filed under this procedure. The accompanying party cannot interfere with the process, but can assist in clarifying questions. *Weingarten* and *Loudermill* rights will be afforded to accused members who are represented by Local 2444 International Association of Firefighters or Local 11 Office Professional Employees International Union.

Disciplinary Action

If harassment or discrimination is determined to have occurred, the fire chief shall take prompt and effective remedial action against the actor. The action will be commensurate with the severity of the offense, up to and including termination from employment (employees) or involuntary separation (volunteers). Disciplinary documentation related to harassment and discrimination will not be removed from a member’s personnel file for the duration of their employment or membership with the district.

If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

Retaliation

Retaliation in any manner against a person for filing a harassment or discrimination charge or initiating a harassment or discrimination complaint, testifying in an investigation, providing information, or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from employment (employees) or involuntary separation (volunteers). The fire chief will

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take reasonable steps to protect the victim and other potential victims from further harassment and discrimination, and to protect the victim from any retaliation because of communicating the complaint.

Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local laws. ECFR cannot guarantee complete confidentiality, since a proper and effective investigation cannot be conducted without revealing certain information to the alleged actor and potential witnesses. However, information about the allegation of harassment or discrimination will be shared only on a need-to-know basis. Subject to the Washington State Public Records Act, the District will use its best efforts to maintain the confidentiality of records relating to harassment and discrimination complaints.

False Complaints

Any complaint made by a member of ECFR regarding harassment or discrimination which is conclusively proved to be intentionally false, shall result in discipline. This discipline may include termination from employment (employees) or involuntary separation (volunteers). This section is not intended to discourage members from making complaints regarding harassment. However, false complaints adversely impact the workplace and the accused and will not be tolerated.

Responsibility of the Board of Fire Commissioners

If the fire chief is accused of harassment or discrimination, complaints shall be made to the chairperson or vice-chairperson of the ECFR Board of Fire Commissioners. In this case, the board will execute the responsibilities identified as the fire chief's in this SOG.

Future Claims

ECFR encourages individuals to use the internal complaint procedure for resolution of complaints related to harassment or discrimination.

Note: The failure to use this complaint procedure may bar East County Fire and Rescue members from bringing a future claim for harassment, discrimination, or retaliation against ECFR.

Conclusion

ECFR has developed this SOG to ensure that all its members can work in an environment and individuals receiving external service receive services that are free from harassment, discrimination, and retaliation. ECFR will make every reasonable effort to ensure that all members are familiar with this SOG and made aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member or individual receiving external facing services from the district who has any questions or concerns about this SOG should talk with the fire chief.

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Appendix A-Public Non-Discrimination Notice

East County Fire and Rescue complies with state and federal laws against discrimination and provides its programs and services without discriminating against employees or members of the public based on race, creed, color, national origin, citizenship or immigration status, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability and other protected statuses under the law.

East County Fire and Rescue will not retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance related to potential violations of state and federal laws against discrimination.

If you believe that East County Fire and Rescue or its personnel engaged in any type of discriminatory conduct in providing its programs or services you can file a complaint in person or by mail, fax or email with the fire chief or chairperson of the board of fire commissioners within 180 days of the date the conduct occurred. All complaints will be investigated consistent with district Standard Operating Guideline 1.2.2.

Complaints should be submitted the fire chief or chairperson of the board of fire commissioners (if the fire chief is alleged to have engaged in discrimination):

mail: Fire Chief or Board Chairperson
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

Complaints can also be submitted to the United States Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

Mail: US Department of Homeland Security
Office for Civil Rights and Civil Liberties
Compliance Branch, Mail Stop #0190
2707 Martin Luther King, Jr. Ave, SE
Washington, DC 20528

e-mail: CRCLCompliance@hq.dhs.gov

fax: (202) 401-4708

telephone: 1 (866) 644 8360 (toll free)

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Reasonable Accommodations

East County Fire and Rescue is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from East County programs, activities, and services.

Individuals may request reasonable accommodations from East County Fire and Rescue that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. The district will also assist persons with limited English proficiency. Assistance may include interpreters, reformatting written materials, providing audio resources, etc.

To request reasonable accommodations or assistance due to limited English proficiency, contact the fire chief

mail: Fire Chief
East County Fire and Rescue
600 NE 267th Avenue
Camas, WA 98607

e-mail: chief@ecfr.us

fax: (360) 834-5454

telephone: (360) 834 4908

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Appendix B- Complaint Form



East County Fire and Rescue
Disrespectful Behavior, Harassment, or Discrimination Complaint Form

Name of Complainant	
Telephone	E-Mail
Status of Complainant <input type="checkbox"/> Applicant <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Elected Official <input type="checkbox"/> Community Member <input type="checkbox"/> Other (Specify):	Type of Complaint <input type="checkbox"/> Disrespectful Behavior <input type="checkbox"/> Workplace Bullying <input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Other (Specify):
If the complaint is of harassment or discrimination, what is the basis of the complaint? <input type="checkbox"/> Race <input type="checkbox"/> National Origin <input type="checkbox"/> Marital Status <input type="checkbox"/> Veteran Status <input type="checkbox"/> Religion <input type="checkbox"/> Ancestry <input type="checkbox"/> Pregnancy <input type="checkbox"/> Military Service <input type="checkbox"/> Color <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Retaliation <input type="checkbox"/> Medical Condition <input type="checkbox"/> Sex/Gender	
Name of Respondent(s) (Individual(s) Allegedly Responsible for Disrespectful Behavior or Harassment)	
Status of Respondent(s) <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-Time Employee <input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Elected Official	Relationship of the Respondent(s) to Complainant <input type="checkbox"/> Supervisor <input type="checkbox"/> Peer <input type="checkbox"/> Subordinate <input type="checkbox"/> Customer
Describe the specific act(s) alleged with date(s), time(s), and location(s) if possible. If additional spaces is needed attach additional sheets.	

BULLYING, HARASSMENT, OR DISCRIMINATION FORMAL COMPLAINT FORM

Has anyone witnessed the alleged behavior? Yes No
 if yes, please list names and contact information.

Did you take any action to stop the alleged behavior? Yes No
 if yes, please summarize the action taken.

How would you like to see this situation resolved?

Any additional information or comments.

I am aware that an informal process is available to resolve the complaint and feel that a formal complaint is appropriate to resolve the alleged bullying, harassment, or discrimination. I understand that I may have the right to relief under state and federal law, and that filing a formal complaint does not necessarily enlarge the time with which I must file a complaint with the agencies or courts that enforce those laws. I agree to cooperate within reason with any investigation conducted by the district into this matter, and I understand that if I am found to have knowingly misstated any material facts in this complaint, that I may be subject to discipline.

Signed: _____ Date: _____

Appendix B-Complaint Flow Chart

