

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Discrimination, Harassment, and Retaliation Prevention	Issue Date:	October 16, 2020
POLICY NUMBER:	2215	Revised:	

2215.1 The California Fire & Rescue Training Authority (“Authority”) is committed to providing a work environment free from discrimination, harassment, and retaliation.

2215.2 The Authority prohibits sexual harassment, as well as discrimination, harassment, or retaliation based on the following protected categories: race, religion, religious creed (including religious dress and grooming practices), color, national origin or ancestry, physical or mental disability,¹ medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act, domestic violence victim status, political affiliation, or any other status protected by federal, state or local law, ordinance or regulation.

2215.3 This policy applies to all persons involved in the operation of the Authority and prohibits discrimination, harassment or retaliation by any employee, including coworkers, supervisors, managers, members of the Governing Council, or any contractor or workplace volunteer. This policy extends to conduct with any connection to an employee’s work, even when the conduct takes place away from the Authority’s premises, such as a work-related travel or social functions.

2215.4 Discrimination: As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee’s, or applicant’s, protected category.

2215.4.1 Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards an applicant or employee because of their protected category; allowing an applicant’s or employee’s protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to an applicant or employee because of their protected category.

2215.5 Harassment: As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above.

¹ The Authority recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor.

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Discrimination, Harassment, and Retaliation Prevention **Issue Date:** October 16, 2020
POLICY NUMBER: 2215 **Revised:**

2215.7.3 Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

2215.8 If any employee of the Authority believes that he/she has been discriminated against, harassed or retaliated against for participating in a protected activity, the employee should immediately report the alleged violations to their supervisor or, if the allegations involve their supervisor, to another supervisor, the Executive Director, or the Chairperson of Governing Council. Written complaints should include details of the incident(s) including date(s) the incident occurred, name(s) of the individual(s) involved, and name(s) of any witness(es).

2215.8.1 Staff receiving discrimination, harassment or retaliation complaints must refer them immediately to the Executive Director or the Chairperson of the Governing Council (in the event the complaint involves the Executive Director) who will ensure that a prompt, thorough and objective investigation of the allegation(s) is conducted. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Authority strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

2215.9 If, after an investigation, it is determined that discrimination, harassment or retaliation has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for discrimination, harassment or retaliation will be subjected to appropriate corrective action. Corrective action may include, but is not limited to, training, counseling, reassignment and/or discipline, up to and including termination. To the extent possible, the investigation of a complaint and any subsequent action taken in response to the complaint will proceed in an atmosphere of confidentiality. Retaliation by management or co-workers against anyone filing a complaint is a violation of this policy and will not be tolerated.

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Discrimination, Harassment, and Retaliation Prevention	Issue Date:	October 16, 2020
POLICY NUMBER:	2215	Revised:	

2215.10 Filing Complaints Outside of the Authority: Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the California Department of Fair Employment and Housing (<https://www.dfeh.ca.gov>) and/or the United States Equal Employment Opportunity Commission (<https://www.eeoc.gov>). Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.