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**WASHINGTON TOWNSHIP FIRE DISTRICT  
TOWNSHIP OF WASHINGTON, GLOUCESTER COUNTY  
NEW JERSEY**

Board of Fire Commissioners  
P.O. Box 653  
Turnersville, NJ 08012-0653

**FIRE DEPARTMENT POLICY # 19 - 98  
regarding  
HARASSMENT-FREE WORK ENVIRONMENT**

Fire Companies:  
Grenloch  
Hurffville  
Whitman Square

It is the policy of the Washington Township Board of Fire Commissioners to provide and maintain a harassment-free work environment for all Fire Department personnel, regardless of their race, gender, religion, color, age, disability, national origin and/or other personal or physical characteristics. Engagement in such harassment by Fire Department personnel shall constitute misconduct and may render them subject to disciplinary action in accordance with the current Standard Operating Procedures of the Washington Township Fire District.

For the purposes of this policy, the work environment shall be construed to include any area where Fire Department personnel work or where work related activities occur, such as fire stations and other Fire Department buildings and/or property, firegrounds and other emergency incident scenes, Fire Department vehicles, and fire training sites.

It is the responsibility of all Fire Department personnel to provide and maintain a harassment-free work environment by example, supervision, and training. All personnel are responsible for conduct supportive of this policy. Furthermore, personnel are responsible for ensuring that Fire Department guests or other visitors behave and are treated in a manner consistent with this policy. Supervisory personnel, including Fire Department line and executive officers, shall investigate all reports of harassment in a timely manner and shall implement corrective measures and/or disciplinary action when warranted based upon the results of the investigation. All such investigations shall be documented in writing, and a copy of the report shall be forwarded to the Board of Fire Commissioners.

This policy was approved at a regularly scheduled meeting of the Board of Fire Commissioners on June 4, 1998.

BY:

Edwin L. Etschman, Chairman

Attest:

Donald C. Brown, Secretary

Distribution:

Commissioners  
Grenloch Fire Company  
Whitman Square Fire Company  
Hurffville Fire Company  
Washington Township Firemen's Association

Adoption Record:

Original: June 4, 1998