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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**C306** |  |
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|  | Subject:**Equal Employment** | Effective Date:**March 21, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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1. **PURPOSE**

To preserve an environment that is free from all aspects of illegal discrimination to employees and the public.

1. **SCOPE**

This policy applies to all applicants for employment and to all employees of the District on the job or during any District-related activities.

1. **POLICY**

The Blue Ridge Fire District shall maintain a policy of nondiscrimination with regard to all employees, applicants for employment and the public. There shall be no tolerance for discrimination or bias because of race, color, religion, sex, age, national origin, disability or any basis prohibited by statue. All aspects of employment, including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of employment with the District shall be governed on the basis of merit, competence, and qualification.

The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against “qualified individuals with disabilities” in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It also applies to recruitment, advertising, length of service, layoff, leave, fringe benefits, and all other employment-related activities.

Any individual with a disability may make a request for reasonable accommodation to their immediate supervisor or in the case of an applicant for employment, to the Fire Chief. Upon receipt of such request, a meeting will be held to discuss the feasibility of the accommodation request.

1. **COMPLAINT PROCEDURE**

An employee or job applicant who feels he has been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, shall notify a District representative via one of the following options:

1. The employee’s immediate supervisor, or
2. Any other officer of the District, or
3. The Fire Chief

Use of normal chain of command is not required in bringing forth a concern of discrimination. Regardless of who received the initial complaint, the Fire Chief shall be notified on the same day by the person receiving the initial complaint, if possible.

If the complaint is directly against the Fire Chief, the employee or applicant also has the option to notify a Board Member.

Investigation and handling of the complaint of alleged discrimination shall be handled as a highly sensitive personnel matter. All communications regarding this subject shall be kept in confidence to the greatest extent possible, understanding that the investigative process may require some additional discussion.

Any employee, who, in good faith, brings forth a complaint of discrimination, shall be free from any form or retribution or reprisal on the part of management or other employees. Likewise, any employee who participated in good faith in the investigative process shall be free from any form of retribution or reprisal on the part of management or other employees.

If an employee is found to have made a false or pretentious complaint of discrimination, or to have deliberately provided false information during the investigative process, the employee shall be subject to disciplinary action, up to and including dismissal.