**CODE OF ETHICS**

The purpose of this guideline is to establish broad guidelines within which all employees are expected to conduct themselves while working for the District 6 Fire Dept and to declare and define moral obligations of all members of the Fire Dept.

Employees will at all times conduct themselves in such a manner as to create respect for themselves as public servants and the Dept they represent.

Employees will place public interest above individual, group or special interests. They will consider their jobs as an opportunity to serve the citizens of the Fire District.

Employees will not have any private business or professional activity that would conflict with their job.

Employees will not accept personal gifts, favors, money or anything of value for the public that might influence them in the discharge of their duties.

Employees will at all times when in the public be fair, courteous, respectful and impartial.

Employees will refrain from using their position for personal gain. They will keep confidential all information not available to the general public. The same will apply to interdepartmental information not available to all employees.

**SEXUAL AND WORKPLACE HARASSMENT GUIDELINE**

 The District Six Fire Department is committed to the maintenance of a positive work environment that promotes professionalism, common courtesy and mutual respect among all personnel. This sexual and workplace harassment guideline has been adopted in furtherance of that commitment.

 District Six Fire Department does not tolerate sexual harassment in the workplace or during any Department – related activity. The Department provides internal procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment.

Prohibition of Sexual Harassment

 Sexual harassment is strictly prohibited by the department. No person employed by the department shall be made to submit to sexual advances or to suffer a sexual hostile, intimidating or offensive work environment that unreasonably interferes with such person’s work performance. Prohibited sexual harassment includes, but is not limited to, sexual suggestive remarks or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about a person’s body, sexual and degrading words used to describe a person, and the display of sexually suggestive objects, cartoons or pictures. It is a violation of the department guidelines for any officer to engage in such actions; to use authority in making sexual advances toward employees over whom such person is authorized to make or recommend employment decisions; to take, recommend or refuse to take actions because of sexual favors; or to take or fail to take action as a reprisal against any employee for rejecting sexual advances or for reporting sexual harassment. It is also a violation of department policy for any manager, supervisor or employee in supervisory position to allow an employee to be sexually harassed by another manager, supervisor, co-worker or the public. No manager, supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect such person’s job, evaluation, wages, advancement, assigned duties, hours of work or any other condition of employment or career development.

Prohibition of Workplace Harassment

 Workplace harassment on the basis of race, color, creed, religion, national origin, age, sexual orientation or disability is strictly prohibited. Prohibited workplace harassment also includes actions that are motivated by hostility towards a person’s gender or that are gender-based even though such actions may not be sexual in nature. No person employed by the department shall be made to suffer a hostile, intimidating or offensive work environment that unreasonably interferes with such person’s work performance as the result of conduct of a manager, supervisor, employee or the public, that is motivated by race, color, creed, religion, national origin, age, sexual orientation, gender or disability. Prohibited acts of workplace harassment include, but not limited to; racial, ethnic or gender-based slurs; and any name-calling or acts of physical violence or intimidation that is based on employee’s race, color, creed, religion, national origin, age, sexual orientation, gender or disability. It is a violation of department policy for any manager, supervisor or employee to engage in such conduct or for any manager, supervisor or employee in supervisory position to allow an employee to be harassed by

another manager, supervisor, co-worker or the public, based on race, color, creed, religion, national origin, age, sexual orientation, gender or disability.

Consequences of Sexual and Workplace Harassment

 All members, including supervisors and managers, will be subject to severe discipline up to and including discharge for any act of sexual harassment they are believed to have committed.

Unintentional Harassment

 Even conduct that is intended to be “innocent” may still constitute sexual harassment if it falls within the terms of this policy. If any member expresses concern that your behavior may have violated this policy, please respect his / her concerns. Regardless of your intent, how others interpret your behavior is important.

Non-Retaliation and False Allegations

 District Six Fire Department prohibits retaliation made against any member who lodges a good faith complaint of sexual harassment, or who participates in any related investigation. The Department recognizes that making false accusations of harassment in bad faith can have serious consequences for those who wrongly accused. District Six prohibits deliberately making false and / or malicious harassment allegations, as well as deliberately providing false information during an investigation. Anyone who violated this rule is subject to disciplinary action, up to and including termination.

How To Report Sexual or Workplace Harassment

Any employee who believes that he or she has been subjected to acts of sexual or workplace harassment should immediately or as soon as practical informs his or her supervisor or department head. If you feel uncomfortable doing so or if your direct supervisor is the source of the problems, condones the problem, or ignores the problem, immediately report the problem to the Fire Chief. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints, or reports to the Board Of Commissioners. Complaints of sexual and workplace harassment will be treated confidentially, if confidentiality is requested by the complaining person. All complaints of sexual and workplace harassment will be investigated, examined impartially and resolved promptly by the department.

You are not required to directly confront the person who is the source of your report, questions, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make harassment known should it exist.

 District Six Fire Department will make every effort to ensure that those named in the report, or are too closely associated with those involved in the report, will not be part of the investigative team or efforts.

 District Six Fire Department reserves the right and hereby provides notice that third parties may be used to investigate sexual harassment claims.

This policy is not meant to interfere with or discourage friendship among members. However, members must be sensitive to acts or conduct that may be considered offensive by other members.

**ANTI-RETALIATION POLICY**

 District Six Fire Department prohibits and does not tolerate retaliation against any member because of the member’s participation in protected activities, including but not limited to good faith reporting of workplace wrongdoing, making a protected claim against the organization, participating in any related investigation, or properly using Department benefits. Any member who engages in prohibited retaliation is subject to disciplinary action, up to and including possible termination.

Apparent Authority

 Regardless of title or position, no person has the authority (expressed, actual, apparent or implied) to retaliate against any member.

False Allegations

 District Six Fire Department recognizes that making false accusations of wrongdoing in bad faith can have serious consequences for those who are wrongly accused. The Department prohibits deliberately making false and / or malicious allegation, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

Reporting Procedure

 All incidents of Anti-Retaliation should be reported to the Fire Chief immediately. If the incident involves the Chief the person reporting the allegations should report the allegations to the Board of Commissioners.

**VIOLENCE / THREATS OF VIOLENCE**

District Six is committed to preventing workplace violence and providing a safe work environment. The Department prohibits and does not tolerate violent acts or threats against members, visitors, guests, or other individuals within its facilities or during any Department-related activity (including off duty periods).

 Violence may be described as verbal or physical threats, intimidation, and/or aggressive physical contact. Prohibited contact includes, but not limited to the following:

* Intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury.
* Inflicting or threatening injury or damage to another person’s life, health, well-being, family or property.
* Possessing a firearm, explosive, hazardous devices or substance, or other dangerous weapon on Department premises or using an object as a weapon.
* Abusing or damaging Department or member property.
* Using obscene or abusive language or gestures in a threatening manner.
* Raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited. Members are also expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. District Six will promptly and thoroughly investigate all reports of threats of (or Actual) violence and of suspicious individuals or activates.

The identity of the individual making the report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Department may suspend members; either with or without pay, pending investigation.

Violators of this policy are subject to disciplinary action, up to and including discharge, for any violation reasonably believed to have been committed. Violations of this policy may also result in arrest and/or prosecution.

Reporting Procedure

 All violation of this should be reported to the Fire Chief immediately. If the incident involves the Chief the person reporting the allegations should report the allegations to the Board of Commissioners.

**ETHICS AND SEXUAL HARRASSMENT TRAINING**

All employees of District 6 Fire Department are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](http://www.legis.state.la.us/lss/lss.asp?doc=99264) . Once completed you need to print your certificate from the portal and sign the Depts log that you have completed the training.

Sexual Harassment Training will be on the Louisiana Municipal Associations website <https://lma.teachable.com/courses/sexual-harassment-prevention/lectures/11785901>. Once again after completion you need to print your certificate from the portal and sign the Depts log that you have completed the training.