

Scotts Valley Fire Protection District	Policy: 803
Subject: Open Reporting	ADOPTED: August 11, 2004

Policy 803: Open Reporting

“Open Reporting” pertains to reporting any forms of workplace risk or wrongdoing including but not limited to:

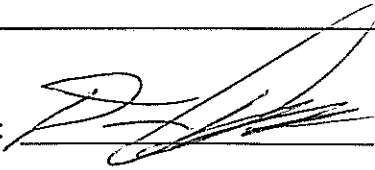

- Injuries;
- Safety violations;
- Use of drugs or alcohol on the job or during any District-related activity;
- Sexual harassment;
- Unlawful discrimination;
- Violence;
- Theft;
- Illegal practices on duty or during any District-related activity; and
- Retaliation for making a report or participating in a related investigation.

1. Notify Supervisor of Complaint

An employee shall notify his /her direct supervisor if he/she is aware of work-related harassment, or have any other complaints, reports, concerns, or questions about the District’s policy. The first choice for an employee to report a complaint is to the employee’s direct supervisor. If an employee feels uncomfortable reporting to his/her direct supervisor, or if his/her direct supervisor is the source of the complaints, reports, concerns, or questions, then immediately report to employee’s Captain, Battalion Chief, Division Chief and Fire Chief. If these alternatives are not satisfactory to the employee, then employee can immediately direct his/her complaints, report, concerns, or questions to any member of the Board of Directors.

2. Non-confrontation

Employees are not required to directly confront any person or persons who are the source of the problem or closely associated with the person who is the source of the problem. Instead, the employee may utilize any of the other various avenues of internal complaint. The employee is required to make a reasonable effort to bring forward any allegations of unlawful harassment or discrimination so the District may stop such wrongdoing and prevent future occurrences.

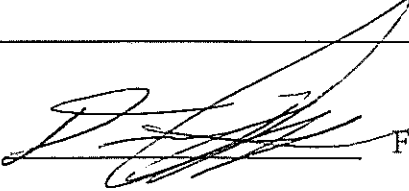
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3. Non-retaliation

The Scotts Valley Fire Protection District prohibits retaliation made against any member who lodges a good faith complaint of harassment, or who participates in any related investigation. Policy violators are subject to disciplinary action, up to and including termination.

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