BOARD OF FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT NO. 1

Resolution No. 2026-39

RESOLUTION ADOPTING POLICY AGAINST SEXUAL HARASSMENT

WHEREAS, the Board of Fire Commissioners recognizes that sexual harassment is not just unlawful, but also that it undermines the morale, professionalism, cohesion, and effectiveness of the entire Fire District; and

WHEREAS, the Board believes is the responsibility of all Fire District employees, volunteers, and members to report known, suspected or observed instances of sexual harassment, and to work cooperatively with the Fire District to create and maintain a workplace free from all forms of harassment and discrimination; and

WHEREAS, the Board wants to send a strong message not just to Fire District employees, volunteers, and membership, but also to the community at large that sexual harassment, both on-duty and off-duty, will not be tolerated; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of Mount Holly Fire District No. 1 hereby adopts the Policy Against Sexual Harassment attached hereto and incorporated by reference as though fully set forth herein; and

BE IT FURTHER RESOLVED that the Director of Fire Services or his designee shall distribute a copy of the attached Policy to all current Fire District employees, volunteers, and members within thirty (30) calendar days of the adoption of this Resolution, and shall require each individual to sign a written acknowledgement confirming that they received, reviewed, and agree to comply with this Policy; and

BE IT FURTHER RESOLVED that the Director of Information Technology shall publish a true and correct copy of the attached Policy on the Fire District's website within seven (7) calendar days of the adoption of this Resolution; and

BE IT FURTHER RESOLVED that the Board of Fire Commissioners shall periodically review the Policy Against Sexual Harassment to assess its effectiveness and determine whether any amendments are necessary to ensure compliance with applicable law.

ADOPTED at a meeting of the Board of Fire Commissioners of Mount Holly Fire District No.1 on October 13, 2026.

RECORDED VOTE

Member	Motion	Second	Aye	Nay	Abstain	Absent	Recused
Jules Thiessen							
Nicole Saucier							
June Gaskill							
Jeena Sheppard							
Rosemarie Logue							

CERTIFICATION

I, _____, Clerk of the Board of Fire Commissioners of Fire District No. I, Township of Mount Holly, County of Burlington, State of New Jersey, do hereby certify that the foregoing is a true conformed and compared copy of an original Resolution now on file and of record in the District office which was duly adopted at a public meeting held on the 13th Day of October 2026.

I do further certify that the said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, is composed of five (5) members and that ____members were present and ____members voted affirmatively for the adoption of the Resolution and ____member(s) voted against the adoption of the Resolution.

The undersigned further certifies that the above Resolution has not been repealed or amended and remains in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Board of Fire Commissioners of Fire District No.1, Township of Mount Holly, County of Burlington, State of New Jersey, on this 13th Day of October 2026.

_____

, CLERK

Board of Fire Commissioners
Fire District No. 1
Township of Mount Holly

BOARD OF FIRE COMMISSIONERS
MOUNT HOLLY FIRE DISTRICT NO. 1

POLICY NUMBER _____

POLICY AGAINST SEXUAL HARASSMENT

I. Purpose

The Fire District is committed to maintaining an environment that is free from harassment of any kind, including but not limited to sexual harassment. This commitment extends to all Fire District employees, volunteers, and members, as well as its vendors, community members and other stakeholders who conduct business with or otherwise interact with the Fire District.

II. Prohibition of Sexual Harassment

Sexual harassment of any Fire District employee, volunteer, or member by another employee, volunteer, or member, or by any vendor, service provider, community member, stakeholder, business invitee or other third party on Fire District premises, is strictly prohibited. Sexual harassment of third parties by any Fire District employee, volunteer, or member is also prohibited.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical, or electronic conduct of a sexual nature. Examples of sexual harassment include, but are not limited to:

- Offering employment opportunities, benefits, or favorable treatment in exchange for sexual favors;
- Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Unwelcome sexual advances, propositions, or requests;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words or comments used to describe an individual;
- Suggestive or obscene letters, notes, messages, emails, texts, or invitations;

- Physical conduct, including unwanted touching, assault, or intentionally impeding or blocking a person's movement;

- Teasing, jokes, or offhand comments of a sexual nature or based on a person's sex; and

- Other similar conduct that creates an intimidating, hostile, or offensive work environment.

Sexual harassment does not have to be sexual in nature. Conduct, comments or other behavior based on a person's sex, sexual orientation, gender, gender identity, gender expression, perceived sex, or other sex-based characteristics may also qualify as sexual harassment and violate this Policy.

Sexual harassment can involve individuals of the opposite sex as well as individuals of the same sex. Victims of sexual harassment do not need to be of the opposite sex from the offenders.

Victims of sexual harassment are not limited to individuals who were the direct target or subject of the harassing conduct or comments. Individuals who witness, overhear, or are otherwise affected by harassing conduct or comments may be victims of sexual harassment as well.

Any employee, volunteer or member who engages in conduct prohibited by this Policy, whether on-duty or off-duty, may be subject to discipline up to and including termination from employment and/or termination of volunteer status and/or termination of membership.

III. Duty to Report & Cooperate in Investigations

All Fire District employees, volunteers, and members are required to immediately report instances of known, suspected or observed incidents sexual harassment to their supervisor, the Director of Fire Services, or Chief of the Fire District. Any failure or refusal to report suspected sexual harassment may result in discipline up to and including termination from employment and/or termination of volunteer status and/or termination of membership status.

All allegations of sexual harassment shall be immediately forwarded to the Director of Fire Services. If the Director of Fire Services is the subject of the allegations or otherwise has a conflict of interest, then the allegations shall be immediately forwarded to the Chair of the Board of Fire Commissioners. The Director of Fire Services or the Chair, as applicable, shall take all necessary and appropriate steps to ensure that a prompt, thorough and impartial investigation is conducted into the allegations. If the allegations, or any part thereof, are substantiated, then

appropriate disciplinary action, up to and including termination from employment and/or volunteer status and/or membership status, shall be administered.

Every Fire District employee, volunteer, and member is required to fully cooperate with Fire District investigations. Cooperation includes, but is not limited to, making themselves reasonably available for interviews or meetings, truthfully and completely answering all questions asked of them, responding in a timely manner, and voluntarily disclosing all relevant information, records, or other evidence (including electronic evidence) in their possession, custody or control, or of which they are otherwise aware. Failure or refusal to cooperate with an investigation, including providing false, incomplete or misleading information, shall be considered insubordination and may subject the individual to discipline up to and including termination from employment and/or volunteer status and/or membership status.

IV. Protection from Retaliation

Any person who is the victim of or who reports known, suspected or observed sexual harassment, and any individual who cooperates in an investigation into allegations of sexual harassment, shall be protected from retaliation. Any person who believes that they have been retaliated against shall immediately report the alleged retaliation. The Director of Fire Services or the Chair of the Board of Fire Commissioners, as applicable, shall take all necessary and appropriate steps to ensure that reports of alleged retaliation are promptly, thoroughly, and impartially investigated. Perpetrators of retaliation shall be subject to discipline up to and including termination from employment and/or volunteer status and/or membership status, regardless of whether the underlying allegations are substantiated.

V. Training

Upon commencement of employment, volunteer service, or membership with the Fire District, each Fire District employee, volunteer, and member shall be provided with a copy of this Policy and shall be required to sign a written acknowledgment confirming that they received, reviewed, and agree to comply with this Policy. The Director of Fire Services shall keep and maintain copies of all signed acknowledgements.

In addition, the Director of Fire Services shall ensure that all Fire District employees, volunteers, and members receive periodic training regarding this Policy, their obligations under this Policy, and on preventing, recognizing, and reporting sexual harassment. Such training shall be required no less frequently than once every other year, but may be more frequent as deemed necessary by the Fire District. Further, the Director of Fire Services shall maintain accurate records of all

training provided, including the dates, the identities of the individual participants, copies of the training materials, and the content presented.

Approved by the Board: October 13, 2026