

Do What's Right Weekly Discussion Points

Use these discussion points in your weekly briefings as a reminder to employees of the EEO and conduct issues covered in the *Do What's Right* training at the beginning of the fire season.

Jokes

If you have any doubts that what you are saying or how you are saying it may be offensive, don't say it. Just because it seems to you like a gray area doesn't make it acceptable. If you have any doubts, be smart enough not to use the joke.

Inappropriate materials

There is no room at the work site for inappropriate books, pictures, or other offensive material. If you have or display such items, you could be disciplined. Pornographic materials in the workplace can be considered harassment. They need to be left out of the workplace. Don't bring them to work.

Alcohol and Drugs

If you have any doubts that we are serious about the use of alcohol or drugs at the workplace, remember the Director's zero tolerance policy. This isn't a reminder, it's a statement – don't do it or you won't be working here. If you drink on your own time, that's fine. However, if drinking or the after effects of drinking impair your work performance, we will have no choice but to take action to correct the situation. This is a major safety issue. Be responsible, if you're going to drink.

Hazing

Hazing is a form of harassment. Training, crews, and job assignments are made by supervisors based on the experience and qualifications of the individuals and the needs of the unit. If our folks are receiving assignments that are designed to help them learn new skills, that's important. If they are receiving assignments that are degrading and can affect someone's personal health and well-being, that's wrong and it won't be tolerated. Treat everyone with respect.

Comfort Levels

Because we have worked together now for a few weeks and our comfort level with each other has improved, our dialogue is probably on a more personal level. Remember – inappropriate jokes and language are still inappropriate. Keep it cleaned up!

Stressful Situations

When in stressful fire situations, both for supervisors and employees, using inappropriate or offensive language does not help resolve the situation or expedite actions. It usually creates hostility from the person targeted by the verbal abuse and diminishes the stature of the person who used the abusive language. Remember, not only does your crew hear you, but often the public does as well.

Alcohol

As individuals, if you choose to drink on your off-duty time and it does not affect your work performance, we are ok with that. However, if drinking or its after effects impairs your work performance, we will have no choice but to take action to correct the situation – you could lose your job. Remember, this is a major safety issue. Your actions on the fire line can cause harm to not only you, but others, also. Be responsible if you're going to drink.

Dress Code

You must wear clothing that is appropriate for the workplace. T-shirts with potentially offensive language or messages should not be worn. Make sure you wear clothing that is not revealing or sexually provocative – and that goes for everyone, men and women.

Inappropriate Touching

Remember, this is a workplace, not a school, bar, gym, or a friend's house and, as such, all employee behavior should reflect the appropriate attitude. Inappropriate contact is not allowed. Treat each other with respect.

Hostile Work Environment

A hostile work environment happens when your comments or actions are sexual in nature and they have the effect of interfering with a person's job performance. By doing this, you are creating an intimidating or offensive work environment. We have a zero tolerance for that kind of behavior here. We must all take responsibility for creating and ensuring a healthy and safe work environment.

Drugs

This is a reminder on the use of drugs – don't use drugs at work or come to work under the influence of drugs. There is a legal consequence for their use. Some positions are covered under the drug-testing policy. The employee who fails a drug test could be dismissed. We have a zero tolerance policy for drug use on the job. There are no exceptions to the rule.

Staring

If you are staring at another employee in a threatening or inappropriate way, stop now. Staring can be a form of harassment and there's a zero tolerance for harassment in our organization. If you observe this inappropriate behavior, be a change agent – advise your co-workers to respect each other and stop the behavior. Tell a supervisor if needed.

Your Responsibility

If you see inappropriate actions or harassment taking place, talk to the people who are doing it; tell them to stop. They are causing problems in the workplace that could lead to safety and crew cohesion issues. If you aren't comfortable talking to them, let the supervisor know what's going on. If that's not possible, bring it to someone else's attention – it could be someone higher in the organization.

Zero Tolerance Policy

We've all been working together for a good part of the summer, but it's important to remember that the zero tolerance policy for harassment is still in effect. That means no matter where we are – the yard, an office, a field site, a vehicle, the fire line – you must treat each other with respect.

Alcohol Use

Inappropriate behaviors may occur as a result of using alcohol including: a loss of inhibition resulting in people saying and doing the wrong things including verbal and sexual harassment, sexual assaults, destruction of property, (trashed hotel rooms while on R&R) and other off-duty unethical and illegal conduct. You can be disciplined for this behavior. Be careful; think of your crew's safety.

Comfort Levels

We are at that time of the fire season where we start giving back rubs to each other, wrestling, and doing other kinds of physical actions. This is a normal tendency; but one that needs to be kept in check. Don't forget – this is still the workplace and not a social gathering. Remember, if it was inappropriate the first week of work, it's still inappropriate and complications always come when we make compromises. Act responsibly.

Clothing, Books and Materials

We've been working together for the season and you may now feel comfortable in bringing items to work that we would not have a month ago. Don't get into a situation by having material or wearing clothing you would not have worn or read the first week of work. It was inappropriate then, it is still inappropriate. Remain professional, act responsibly, and if it doesn't feel right, it usually isn't.