

ANTI-HARASSMENT POLICY

The Lancaster County Firemen's Association of Pennsylvania (the "LCFA")

Policy

It is the policy of the LCFA that all individuals should enjoy a work environment that is free from all forms of discrimination. In addition, it is the policy of the LCFA that any form of harassment that is based on a person's race, color, religion, sex, national origin, disability or any other protected status, whether under federal, state or local laws, is strictly prohibited. The LCFA is committed to protecting its Members and personnel from such harassment from supervisors, peers, vendors, contractors and those we serve in the community.

The personal safety and dignity of all Members and personnel, and their ability to perform their duties effectively, without undue distraction or interference, are of prime concern. The LCFA will not tolerate verbal, physical, or any other form of conduct by anyone that harasses, disrupts, or interferes with an individual's performance or service, or that creates an intimidating, offensive, or hostile work environment.

Please be advised that this policy may be superseded by local statute or regulation, to the extent in effect.

II. Policy Violations Defined

It is a violation of Company policy for any individual, whether or not a Member or personnel, male or female, to harass, sexually or otherwise, any individual. Specifically, no person shall threaten or insinuate, either explicitly or implicitly, that an individual's refusal to submit to sexual advances and/or requests for sexual favors will adversely affect that person's assigned duties or, provision of services.

In addition, any other sexually harassing conduct, whether committed by supervisors, Members or personnel, also is prohibited. This includes, but is not limited to: any unwelcome or offensive verbal or physical advances of a sexual nature, continual or repeated abusive sexual flirtations, graphic verbal commentaries about an individual's body, the display of sexually suggestive objectives or pictures in the Workplace, or any other form of sexual harassment that creates an intimidating, hostile or offensive working environment.

III. Prevention of Harassment

Harassment may be overt or subtle. Supervisors, Members and personnel are expected to prevent and to report all forms of harassment and other inappropriate conduct that they have reason to believe may be offensive to any individual. Harassment may take many forms. Besides sexual harassment, harassment may occur based on a person's race, religion, ethnicity, disability or other legally protected characteristic. As with sexual harassment, these forms of harassment will not be tolerated and are actionable under the LCFA's policy. Where a specific complaint of harassment is received by a supervisor or Member, he or she must immediately notify, the [President of the LCFA], or other appropriate personnel as set forth in Section IV. LCFA will impose severe disciplinary sanctions, including discharge and termination of association, if it is determined that a supervisor or Member has engaged in sexual or prohibited conduct or has failed to take appropriate steps to prevent harassment where he or she had either notice of it or a reasonable belief that such harassment was taking place.

IV. Complaint Procedure

Any Member or personnel who believes he or she has been the subject of sexual or other type of harassment or is aware that such harassment is taking place, should report the alleged act immediately to his or her supervisor or manager, if appropriate. If not appropriate under the circumstances, the alleged act should be reported to the [President of the LCFA]. If the complaint is against the President of the LCFA it should be reported to a member of the board of directors of the LCFA.

It is Company policy that a thorough investigation of all complaints must and will be undertaken immediately. Any supervisor, manager, Member or personnel who has been found by the LCFA to have sexually or otherwise harassed another individual will be subject to appropriate sanctions, up to and including termination of his or her association with the LCFA. The LCFA also reserves the right to impose appropriate business or legal sanctions where any non-personnel or non-Member individual has been found to have sexually or otherwise harassed LCFA personnel or Members.

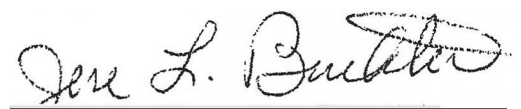
V. Investigations and Corrective Action

All complaints or reports of sexual or other harassment shall be investigated promptly, impartially, and in as confidential a manner as possible by the appropriate investigating persons. In all cases, the complaining individual will be advised of the relevant findings and conclusions. The LCFA cannot comply with any complainant's request to remain anonymous, to cease the LCFA's investigation, or to disregard a complaint of harassment, once an incident has been reported to the LCFA.

Information will be obtained about the allegation through an investigation which will include discussions with the complainant, the accused, and any potential witnesses, as well as any other relevant inquiries.

If it is determined that sexual or other harassment has in fact taken place, appropriate corrective action will be taken, as determined by LCFA management, up to and including termination of association.

No Member or personnel's association with the LCFA shall be terminated or retaliated against in any manner because the Member or personnel complained in good faith about sexual or other prohibited harassment, or cooperated in any way with an investigation of a complaint of harassment. Frivolous or bad faith charges, however, will subject the individual to appropriate corrective action, as will failure to maintain the confidential nature of any investigation of a harassment complaint.



President