Comportamiento Incidental

Manual en la línea de fuego, capítulo 6 – Responsabilidades Comunes

Comportamiento inapropiado:

Es extremadamente importante que comportamientos inapropiados sean reconocidos y tratados con prontitud. Comportamientos inapropiados son todo tipo de acoso incluyendo acoso sexual y racial y no debe ser tolerado. Cuando usted observe o escuche de este comportamiento usted debe:

• Informar y educar a dependientes de sus derechos y responsabilidades.

• Proveer apoyo a la víctima.

• Desarrollar medidas correctas y apropiadas.

• Reportar el incidente a su supervisor, si el comportamiento continua. Una acción de disciplina puede ser necesario.

• Documente comportamientos inapropiados y reportelos a la agencia del hogar del empleado.

• Mientras trabaja en o alrededor de propiedad privada, reconosca y respete toda propiedad privada.

Drogas y Alcohol:

• Prescripciones ilegales de drogas y alcohol no son permitidas en el incidente. Posesión o uso de estas substancias resultara in una accion de disciplina.

• Durante el periodo de descanso y recuperacion del incidente, el personal es responsable por su conducta apropiada y manejo de aptitud para sus obligaciones. Abuso de drogas y alcohol que resulte en incompetencia para sus obligaciones normalmente resulta en una accion de disciplina.

• Sea un modelo positivo. No se envuelva con el abuso de drogas y alcohol.

• Reporte a su supervisor cualquier abuso de drogas y alcohol que observe.
Incident Behavior

Fireline Handbook, Chapter 6 – Common Responsibilities

Inappropriate Behavior:

It is extremely important that inappropriate behavior be recognized and dealt with promptly. Inappropriate behavior is all forms of harassment including sexual and racial harassment and shall not be tolerated. When you observe or hear of inappropriate behavior you should:

- Inform and educate subordinates of their rights and responsibilities
- Provide support to the victim.
- Develop appropriate corrective measures.
- Report the incident to your supervisor, if the behavior continues. Disciplinary action may be necessary.
- Document inappropriate behavior and report it to the employee’s home agency.
- While working in and around private property, recognize and respect all private property.

Drugs and Alcohol:

- Non-prescription unlawful drugs and alcohol are not permitted at the incident. Possession or use of these substances will result in disciplinary action.

- During off-incident Rest & Recuperation periods, personnel are responsible for proper conduct and maintenance of fitness for duty. Drug or alcohol abuse resulting in unfitness for duty will normally result in disciplinary action.

- Be a positive role model. Do not be involved with drug or alcohol abuse.

- Report any observed drug or alcohol abuse to your supervisor.
Human Resource Message

ALCOHOL AND NON-PRESCRIPTION DRUG-FREE INCIDENT

Incident Human Resource Specialist is: ________________________________

Location: ________________________________

Incident IC Signature
Human Resource Message

Thought for the Day

Correct Biased Communication Patterns

Working in emergency incident situations is no simple task. Easily we can offend someone by a careless slip of the tongue, pen, or through inappropriate behavior. With increased diversity there comes a need for increased sensitivity about how we interact with one another. Becoming more sensitive in our dealings with one another results in increased rapport with those whom we work and contributes to a positive and productive work environment.

_____________________

Incident IC Signature

Incident Human Resource Specialist is:________________________________________

Location:__________________________________________________________________
Avoid Horseplay

HORSEPLAY is rough and rowdy play that does not contribute effectively to a productive and safe work or R&R environment.

Incident Human Resource Specialist is:_____________________________________________________
Location:_________________________________________________________________________
Mensaj de Recursos Humanos

SUS DERECHOS Y RESPONSABILIDADES

Derechos:

• Trabajar en un ambiente libre de acoso donde la gente se trate uno a otro con dignidad, equidad, cortesia, y respeto

• Desir "no" a avances indeseables o favores solicitados.

• Archivar una queja por los avenidos apropiados.

Responsabilidades:

• Comportarse de on manera que trate a la gente con dignidad, equidad, cortesia, y respeto.

• Permaneser con las regulaciones de moral y conducta de la gencia y incidente

• Reportar qualquier acoso o comportamiento inapropriado que usted observe o experimente.

La especialista de Incidente de Derechos Humanos es:

______________________________________________________

Localidad: _____________________________________________
Human Resource Message

YOUR RIGHTS AND RESPONSIBILITIES

Rights:

• To work in a harassment-free environment where people treat one another with dignity, equity, courtesy and respect.

• To say “no” to unwelcome advances or requests for favors.

• To file complaints or grievances through appropriate avenues.

Responsibilities:

• To behave in a manner that treats people with dignity, equity, courtesy and respect.

• To abide by agency and incident ethics and conduct regulations.

• To report any harassment or other inappropriate behavior you observe or experience.

Incident IC Signature

Incident Human Resource Specialist is: _______________________________________________________

Location: ____________________________________________________
Human Resource Message

PREVENT SEXUAL HARASSMENT

SEXUAL HARASSMENT at work, including emergency incidents, occurs whenever unwelcome conduct on the basis of gender adversely affects a person’s ability to do their job, and contributes to a hostile work environment. Sexual harassment includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances
- Requests for sexual favors
- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Displaying sexually suggestive pictures
- Using demeaning or inappropriate terms
- Using indecent gestures
- Using crude and offensive language
- Commenting on physical attributes

“Inappropriate behavior is harassment including sexual and racial harassment and shall not be tolerated” (Fireline Handbook, Chapter 6, Common Responsibilities).

___________________
Incident IC Signature

Incident Human Resource Specialist is:__________________________________________________________

Location:__________________________________________________________________________________
Exercise TOLERANCE. Pledge to respect people whose abilities, beliefs, culture, race, sexual identity or other characteristics are different from your own.

Incident Human Resource Specialist is:______________________________

Location:______________________________________________________

Incident IC Signature

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