

ANTI-HARASSMENT

Policy Statement -- The Library recognizes its responsibility to its staff to maintain an environment free from harassment. To achieve this environment, the Library believes that it is necessary to affirmatively address the subject, express its strong disapproval of harassment, and inform its staff of the right to raise the issue of harassment with Management. Anyone who is found to have engaged in harassment will be subject to appropriate disciplinary action.

Harassment includes any physical or verbal conduct demonstrating hostility toward a person because of his or her age, sex, sexual orientation, race color, religion, national origin, disability or other "legally protected status."

Age harassment – demeaning comments or conduct based on a person's age. It also can involve excluding an employee from certain activities because of age, or pressuring an employee to retire.

Sexual harassment -- characterized by unwanted sexual advances or sexually explicit words, pictures or gestures. It also considered sexual harassment for a supervisor or manager to subject an employee to a positive or negative personal action in exchange for accepting or refusing sexual advances. Sexual harassment at work can occur, as well, when a person is subjected to negative treatment on the basis of gender, including situations involving members of the same or opposite sex.

Race/color harassment – most often occurs as offensive comments, epithets, jokes, slurs or gestures, or through symbolic objects or drawings. Even when the victim and harasser are the same race, or the victim is not a minority, race harassment is unlawful.

Religious harassment – usually involves jokes, comments or other demeaning conduct based on a person's affiliation with a particular religion or observance of religious holidays or dress. Coercing an employee to participate or not participate in religious activities also constitutes religious harassment.

National origin harassment – derogatory words or conduct aimed at an individual's nationality, ancestry, foreign name, accent, appearance or culture.

Disability harassment – occurs when an individual is subject to comments, ridicule or other demeaning conduct because of a perceived or actual disability.

Harassment can occur in person, in writing, by telephone (voice or text messaging), by fax, via the Internet (e-mail or instant messaging) or through any other means of communication. Harassment can be physical verbal or visual.

Any Staff member who feels that s/he has been subject of harassment should report the incident.

Staff should report the incident to a Supervisor, Department Head, the Assistant Director or the Director.

A complaint form must be completed and signed in order to investigate the complaint. If the incident involves a Supervisor or Department Head, the person should contact the Assistant Director or Director. If the complaint involves the Assistant Director or Director the person should contact the Board President.

All complaints will be investigated in a timely manner and full consideration will be given to all the facts presented. If it is found after the investigation that the complaint is valid, appropriate action will be taken.

The library will not tolerate retaliation against any person for complaining about harassment.

The Library also recognizes that false accusations of harassment can have serious effects on innocent people. We trust that everyone connected to the Library will act responsibly to keep our environment free from discrimination.

Approved 1/10/02
Revised 5/10/2012

ANTI-HARASSMENT FORMAL COMPLAINT FORM

Name of complainant (please print) _____

Date of complaint _____

Name of alleged sexual harasser, if known _____

Date and place of incident _____

Description of misconduct _____

Name of witnesses (if any) _____

SIGNATURE: _____

TELEPHONE: _____

DATE: _____

Approved 1/10/02



ANTI-HARASSMENT COMPLAINT
APPEAL FORM

Name of complainant (please print) _____

Date of appeal _____

Date of original complaint _____

Description of decision being appealed _____

Why is the decision being appealed? _____

SIGNATURE: _____