

Harassment Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

The _____ County Public Library's policy is to provide a work environment free from harassment. The library does not tolerate harassment in any form, including but not limited to, verbal, written, visual, or physical acts based on race, color, religion, sex, age, national origin, ethnicity, disability, sexual orientation, gender identity, or any other characteristic protected by law.

All employees are responsible for ensuring that the workplace is free from harassment. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other actions of a verbal, visual, or physical nature when:

- Submission or rejection of such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment or work conditions;
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can be more broadly defined as making comments about appearance or suggesting sexual behavior in any way through any means including written or electronic communication. Any behavior that an employee or patron perceives as harassing may be cause for investigation and possible termination of the offending staff member(s).

Complaint procedure

Any questions or complaints regarding workplace harassment must be reported to the employee's supervisor. The supervisor will advise the Director. All complaints will be thoroughly investigated and, where appropriate, disciplinary action will be taken. If the employee does not feel that they can discuss the matter with their supervisor, they may contact the Director. If neither is appropriate, an employee may contact a Trustee. Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation and corrective action.

It should never be assumed that the library is aware of a harassment problem. Every employee has the responsibility to bring complaints or concerns to the library's attention so that a resolution can be reached.

Employees are assured they will be free of any and all reprisal or retaliation from filing good faith complaints. "Good faith" means that you have a reasonably held belief that the complaint being made is true and is not being made for personal gain or other ulterior motive. If an employee knowingly submits any misleading or false reports or complaints that are not made in good faith, that employee may be subject to discipline, including termination of employment.

Supervisory responsibility

Supervisors and managers at the library are held to a higher standard where harassment is concerned. A supervisor who suspects that any employee is creating a hostile work environment for another employee(s) is required to report such behavior immediately. A supervisor knowledgeable of such behavior who fails to report the behavior will be disciplined, up to and including termination. A supervisor found to be participating in such behavior will be disciplined, up to and including termination.

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