

Current Policy (excerpt, full current policy below):

It is the Library's intent to provide a workplace that fosters the respect and dignity of each person. To this end, the Branch District Library is committed to maintaining a working environment free of unlawful harassment or intimidation. **This policy applies to everyone who works at the Library** regardless of the position or level of authority. It also applies to patrons, suppliers, and anyone else who chooses to use the services of the Library.

1. **Definitions:**

- A) Examples of discriminatory harassment are racial or religious slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a **race, color, religion, gender, national origin, age, disability, or any other protected characteristic**; and written or graphic material that makes fun of or shows hostility toward an individual or group because of a protected characteristic.

Suggested Change:

It is the Library's Intent to provide a workplace that fosters the respect and dignity of each person. To this end, the Branch District Library is committed to maintaining a working environment free of unlawful harassment or intimidation. **This policy applies to all Library staff**, regardless of the position or level of authority. It also applies to patrons, suppliers, and anyone else who chooses to use the services of the Library.

1. **Definitions:**

- A) Examples of discriminatory harassment are racial or religious slurs, negative stereotyping, or threatening. Intimidating, or hostile acts that relate to a **race, color, religion, creed, ethnicity, ancestry, national origin, sexual orientation, marital status, military or veteran status, age and disability among other personal and/or protected characteristics**; and written or graphic material that makes fun of or shows hostility toward an Individual or group because of a protected characteristic.

BRANCH DISTRICT LIBRARY HARASSMENT POLICY
Adopted November 15, 1999 by BDLS Board

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1. Definitions:

- A) Examples of discriminatory harassment are racial or religious slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a race, color, religion, gender, national origin, age, disability, or any other protected characteristic; and written or graphic material that makes fun of or shows hostility toward an individual or group because of a protected characteristic.

- B) Although all unlawful harassment as described above in Part A is prohibited, sexual harassment deserves special mention and further definition. Sexual harassment is any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature when:
 - a) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of any individual's job;
 - b) Submission to or rejection of such conduct or communication by any individual is used as the basis for job decisions affecting that individual, such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or
 - c) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can easily include sexually-based and "same sex" sexually-based comments and conduct as well as gender-based comments and conduct, whether verbal, non-verbal, visual or physical in nature. Examples of such conduct include off-color language, sexually-oriented jokes, cartoons, nicknames, propositions, suggestive comments, sexual innuendoes, repeated unwanted social invitations, crude gestures, display of obscene printed or visual materials including sexually-oriented pictures or posters, suggestive or insulting sounds, and physical contact such as patting, groping, pinching, or brushing against another's body.

2. Complaint Procedure

Anyone who believes that he/she has been the victim of harassment should report it immediately to the Director. If the complaint concerns conduct by the Director, the report should be directed to the President of the Board.

Any individual of authority who receives a complaint of harassment must immediately submit a written report of the occurrence to the Director. If the complaint concerns conduct by the Director, the report should be submitted to the President of the Board.

Any report concerning harassment and any written records concerning such conduct will be maintained in confidence. Only the parties involved, witnesses, and those individuals with a need to know may be made aware of the complaint.

3. **Investigative Procedure**

Upon learning of a complaint of harassment, the Library will conduct or direct an immediate investigation of the allegations. This should include, but is not limited to, receiving the complaint in written form, interviewing any individuals who may have knowledge or information regarding the occurrence, and reviewing any data pertinent to the investigation. The assistance of an investigator from outside the Library may be used if necessary. The investigation will be kept as confidential as possible and all parties contacted must be informed as to the importance of confidentiality. During the investigation, the Library will take corrective steps to ensure that if any harassment is occurring, it ceases immediately.

Upon completion of the investigation, the Library will determine what action should be taken. The findings and actions to be taken, if any, will be reviewed with the individual making the charge and the individual being charged.

4. **Corrective Action**

If an individual has been found to have engaged in harassment, corrective/disciplinary action will be taken, up to and including discharge. The action taken will be immediate and appropriate depending on the facts and circumstances of each case.

5. **Other Inappropriate Behavior**

There may be other situations where a person's behavior is inappropriate but does not rise to the level of unlawful harassment prohibited by this policy. These situations will be handled separately, and the Library will respond as it determines is appropriate, including applying disciplinary action.

6. **General Considerations**

We understand that whether a particular incident or act amounts to harassment can be a difficult actual determination. The same conduct in one context may be purely personal and social in character, but in another context may amount to offensive and unwelcome conduct. **Co-worker dating** has inherent difficulties, especially when one of the employees is subordinate to the other. What might be perceived as a consensual relationship by one employee may be perceived differently by the other – especially after the relationship has ended. Members of the Library Staff are discouraged from being involved in dating relationships with subordinates and any such relationships need to be addressed affirmatively with the Director to determine if changes in work relationships are appropriate.