



## Harassment and Discrimination

It is the policy of LaGrange Library to affirmatively seek to provide and maintain a work place free of sexual and/or other harassment, discrimination and intimidation of any employee or job applicant. The Library will not tolerate sexual harassment of any employee or patron by a supervisor, fellow employee, or by any third party individuals on the Library's premises or at "on location" sites.

Harassment in any form is prohibited and will not be tolerated. We do not accept or condone physical or verbal conduct that acts to create a hostile work environment. Behavior that is offensive, intimidating, or abusive in nature, especially behavior that relates to such things as an individual's race, color, creed, religion, age, sex, sexual orientation, national origin, disability, marital status, military status, genetic predisposition or carrier status, arrest and criminal convictions records, or any other protected status identified by federal, state or local law, by our management, employees or patrons of LaGrange Library is prohibited. These prohibited acts include racially or ethnically degrading statements, sexual advances and proposals or the threat that a refusal of sexual proposals will adversely affect employment. Violations of this policy will lead to discipline up to and including termination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other conduct of a verbal or physical nature, especially where submission, either explicitly or implicitly, is a term or condition of employment, or the rejection of such conduct is used as a basis for decisions affecting a person's employment. Conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment is also included. This can include comments, jokes, and innuendoes, nonverbal gestures of a sexual nature, horseplay, or graphic visuals or cartoons.

All members of management are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. You have the right to make a complaint if you feel you have experienced job-related harassment of any kind. To file a complaint, you should notify the Library Director. If you believe that it would be inappropriate to report the incident to the Library Director, report it to any Executive Board member, President, Vice-President or Treasurer. An immediate investigation of the allegations will be conducted and corrective action taken where warranted. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of both the person filing the complaint and the person accused.

If LaGrange Library administration determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee.

No punitive action will be taken against any employee who files a complaint. LaGrange Library prohibits any form of retaliation against any employee who files a bona fide complaint or assists in the investigation into a complaint.

*~Approved by the Board of Trustees June 12, 2008*