

Harassment Policy

Created 4/5/1994

Revised 2/10/2015

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The Library strives to provide a friendly workplace free from harassment. By policy, the Library does not tolerate harassment based on race, color, religion, marital status, gender, age, national origin, ancestry, orientation, disability, or any other characteristic protected by law. All employees must act to make sure that the workplace is harassment free. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

It is Bullitt County Public Library Board of Trustees policy that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of the company's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Granting or denying job benefits based on receptivity to sexual advances
- Other verbal or physical conduct of a harassing nature based on a protected category that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaint Procedure

Any employee who has a complaint of harassment at work by anyone, including supervisors, vendors, co-workers, or visitors must bring the problem, preferably in writing, to the attention of their supervisor, Human Resources department, or, if necessary, the Assistant Director or the Director. All complaints will be promptly and carefully investigated by the Administration, and all 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.

The Library takes all complaints of harassment and discrimination very seriously and does not tolerate unlawful harassment or discrimination of any kind. Whenever the Library is made aware of a situation which may violate its prohibited harassment and nondiscrimination policies, the Library will conduct an immediate, thorough, and objective investigation of such complaints. If the alleged harassment or other discrimination involves the individuals who would ordinarily conduct the investigation, an alternate means of investigation will be designated. To the extent possible, the confidentiality of the person making the complaint and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The Library will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. If the Library determines a policy has been violated or other inappropriate conduct of a sexual,

discriminatory, or retaliatory nature has occurred, the Library will take appropriate disciplinary action up to and including termination of employment. An employee who submits a knowingly false report of a violation, however, will be subject to disciplinary action as well.

The Library forbids retaliation of any kind against any employee who complains in good faith about alleged harassment, or who participates in an investigation of alleged harassment. The Library will take disciplinary action against anyone who attempts to retaliate regardless of the outcome of the original harassment complaint. Employees who believe they are being retaliated against for complaining of harassment, or for participating in an investigation of alleged harassment, should report the retaliation promptly to the Director. Please note, however, that 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. Any finding can be appealed to the Administration using the existing grievance policy found in the Employee Handbook.

If a complaint involves a member of the Administration, then a written request should be made to the President of the Board of Trustees to establish a committee to investigate the complaint.

Prevention is the best tool for the elimination of harassment. The Library Board and Administration express strong disapproval of any acts that can be construed as an act of harassment of any Library employee or member of the public using the library.

It should never be assumed that the Library is aware of a when harassment has occurred. Every employee has the responsibility to bring complaints or concerns to the Library's attention so the situation can be addressed.