



Harassment

Last modified JULY 16 2018

The Rowan County Public Library (“the Library”) strives to provide a work environment free from harassment. The Library does not tolerate harassment based on race, color, religion, gender, age, national origin, ancestry, disability, sexuality, or any other characteristic protected by law.

All employees are responsible for assuring 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 or physical nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment; and/or
- submission or rejection of such conduct by an individual is used as the basis for employment decisions; and/or
- 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 emails. Any behavior that an employee, patron, or visitor perceives as harassment 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, who must advise the Executive 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 Executive Director directly. Confidentiality will be maintained throughout the investigatory process to the



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extent consistent with adequate investigation and corrective action. The employee will not be penalized in any way for truthfully reporting improper conduct.

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.

SUPERVISORY RESPONSIBILITY

Directorial, supervisory, and managerial staff are held to an even higher standard regarding harassment. A supervisor who suspects that any employee is creating a hostile work environment for another employee is required to report such behavior immediately. A supervisor found to be participating in such behavior will be disciplined, up to and including termination. A supervisor knowledgeable of such behavior who fails to report the behavior will likewise be disciplined, up to and including termination.

All employees are asked and expected to report any harassment or suspicion of harassment as promptly as possible.