

Anti-Harassment Policy (Including Sexual Harassment)

The Morgan County Library is committed to providing a work environment that is free of discrimination and unlawful harassment. In keeping with this commitment, the Library expressly prohibits unlawful harassment of our employees by anyone, including management, coworkers or a third party.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, based on a person's gender, race, ethnicity, age, religion, or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

1. Sexual harassment of an employee or applicant, in any form, is unacceptable conduct.
2. Where such conduct is found to exist, discipline will result. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.
3. Sexual harassment also includes, but is not limited to:
 - unwelcome sexual flirtations, advances or propositions;
 - verbal abuse of a sexual nature;
 - subtle pressure or request for sexual activities;
 - unnecessary touching of an individual;
 - graphic, verbal commentaries about an individual's body;
 - sexually degrading words used to describe an individual;
 - a display in the workplace of sexually suggestive objects or pictures;
 - sexually explicit or offensive jokes; or
 - physical assault
4. Personal relationships between supervisors and employees whom they supervise directly, or within employee ranks, have the potential for a later claim of "harassment" when the intimate or personal relationship ends (amicably or otherwise). Moreover, such conduct by a supervisor may damage the morale, professional development and fairness in treatment of other employees whom they supervise directly.
 - Employees are therefore advised to consider the consequences of any relationship before it develops.

- Supervisors should refrain from developing personal relationships with employees whom they supervise. In the event such a relationship does develop, resignation or termination may be required.
 - Any relationship between employees of any rank should be conducted outside of the workplace and must not be allowed to affect the performance of their duties or the duties of any other employee.
 - Any disruptions, performance issues or other problems arising from such relationships may be subject to disciplinary action
5. Any employee who feels that he or she has encountered any of the conduct listed above, should:
- Make it clear to the individual that the employee finds such conduct offensive and unwelcome;
 - State clearly that the employee wants the offensive conduct to stop at once; and
 - Contact the Director or the President of the Board of Trustees of the Library to file a complaint.
6. Other Unlawful Harassment: Harassment of an employee or applicant, in any form, based on a person's race, ethnicity, age, religion, or disability status is unacceptable conduct. Where such conduct is found to exist, discipline will result. Examples of conduct which may constitute harassment on account of illegally discriminatory factors include, but are not limited to,
- epithets or slurs;
 - negative stereotyping;
 - threats, intimidation, or hostile acts based on a prohibited factor;
 - or written or graphic materials, electronic communications that denigrate, show hostility, or shows aversion toward an individual or group because of a prohibited factor which are placed on walls, bulletin boards, or elsewhere on the Library's property or are circulated in the workplace.
7. Any employee who feels that he or she has encountered any of the conduct listed above, should:
- Make it clear to the individual that the employee finds such conduct offensive and unwelcome;
 - State clearly that the employee wants the offensive conduct to stop at once; and
 - Contact the Director or the President of the Board of Trustees of the Library to file a complaint.
8. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

9. Corrective action may include, but is not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in harassment will be subject to discipline, up to and including termination of employment. If the investigation is inconclusive, the Library District may still provide counseling or take other appropriate steps.

10. Intentional false accusations are prohibited and can be cause for disciplinary action, up to and including dismissal.

Approved by Library Board of Trustees on June 8, 2017.