



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.9
Section Name: Sexual Harassment
Last Revised:

- A. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature, when:
1. Submission to the conduct is made a condition of employment,
 2. Submission to or rejection of the conduct is used as the basis for an employment decision, or
 3. The conduct interferes with job performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment does not refer to generally acceptable, pleasant, friendly or even mildly flirtatious interactions, as long as no reasonable person would be offended.

- B. The Board of Trustees neither condones nor tolerates sexual harassment in the workplace, whether committed by supervisory or non-supervisory employees. No one is permitted to imply or threaten that cooperation or refusal of advances of a sexual nature will have any effect on an employee's status, advancement, assignment, career development, compensation or any other condition of employment or appointment.
- C. The responsibility for administering and complying with this policy has been delegated and communicated to all levels of management. Supervisors and other management employees will ensure that all employees are aware of the policy against sexual harassment, and that adequate procedures are in place to facilitate prompt reporting, investigation and remedial action.
- D. Any supervisor or management employee who observes any behavior that could be interpreted as sexual harassment is responsible for taking prompt action to stop the behavior.

E. SEXUAL HARASSMENT INVESTIGATION PROCEDURE

Whenever an employee believes he/she is a victim of sexual harassment, the incident can be reported in the following manner:

1. The employee should contact the Director who will conduct a thorough investigation.
2. If the Director is the subject of a complaint, the President of the Board of Trustees should be contacted and will conduct the investigation.

3. When there is an allegation of sexual harassment either on the basis of a written or verbal report, a thorough investigation of the situation will be made in the following manner:
 - a. The complaint will be documented in writing or on audio tape by the employee making the complaint or the investigator. The report will include a factual description of the incident.
 - b. If the investigator, after a discussion with the complainant and such witnesses as the investigator deems necessary, finds that the complaint is credible and may constitute sexual harassment, the alleged offender will be required to meet with the Director, be advised of the complaint and be given an opportunity to respond.
 - c. If, at the conclusion of that discussion, the Director has reason to believe the reported acts did occur, the employee will be advised that such conduct is improper and in violation of federal and state law, and that the employee is subject to disciplinary action up to and including discharge.
 - d. If the Director determines that the incident did not occur or does not constitute sexual harassment, no document indicating that a complaint was filed or that an investigation was undertaken will be placed in the personnel file of either the complainant or the accused employee.
- F. Whenever an employee believes he/she is a victim of sexual harassment by a member of the public or a vendor, the incident may be reported in the following manner:
 1. The employee will notify any Department Manager in the vicinity of the incident.
 2. The Department Manager and/or the Director will intervene in a manner he/she determines to be appropriate to alleviate the immediate situation.
 3. The employee will document the complaint and include a factual description of the incident.
 4. The Department Manager will document his/her action and submit it along with the employee's written complaint to the Director.
 5. The Director will determine if additional action is required.