

Hedberg Public Library  
B115 Harassment  
Board Policy  
Last update – May 2005

The policy of the Hedberg Public Library is to provide a work place that is free from any unlawful form of harassment, including harassment on the basis of age, race, creed (religion), color, handicap, marital status, gender, national origin, ancestry, sexual orientation, arrest or conviction record, or membership in the military reserves.

### **Sexual Harassment & Other Unlawful Forms of Harassment**

Prohibited Sexual Harassment includes, but is not limited to:

- A. Unwelcome sexual advances, flirtations, propositions or requests for sexual favors,
  - B. Unwelcome verbal abuse of a sexual nature, including sexually degrading words to describe an individual and graphic or suggestive comments to or about an individual,
  - C. Unwelcome physical contact or gestures,
  - D. Making submission to (or rejection of) such conduct a factor in the employment decisions affecting the employee,
  - E. Permitting such conduct to interfere with an employee's work performance, or to create a hostile, intimidating or offensive work environment;
- or
- F. The display in the workplace of sexually suggestive objects or pictures, including nude and semi-nude photographs and calendars.

In accordance with the Equal Employment Opportunity Commission proposed guidelines and the Wisconsin Fair Employment Law, other unlawful forms of harassment on the basis of age, race, creed (religion), color, handicap, marital status, gender, national origin, ancestry, sexual orientation, arrest or conviction record, or membership in the military are prohibited.

Behavior is considered harassment if it has the following effects:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. Otherwise adversely affects an individual's employment opportunity.

### **Employee Responsibility**

All employees are responsible for assuring that the workplace is free from harassment. An employee who believes he or she has been the subject of harassment should take the following steps promptly:

- A. His or her feelings should be expressed politely but firmly to the person causing the harassment, together with a request that the person cease such behavior immediately.
- B. If the harassment continues, or if the employee believes some adverse employment consequences may result from the request that the harassment behavior be ceased, the matter should be reported to the employee's immediate supervisor, The departmental head, the library director, the assistant director, or the business manager as soon as possible. The specific details concerning the harassment behavior should be stated in writing.

### **Investigation of Complaints of Harassment**

Any complaint of harassment shall receive the immediate attention of the Library Director. After appropriate investigation, any employee found to have harassed another employee will be subject to appropriate disciplinary action, up to and including discharge from employment with the Library.

It is the Library's intent to provide each employee with a work environment, which is free from harassment.