

Louis B. Goodall Memorial Library

Discrimination and Harassment Policy

State and Federal law prohibits discrimination based upon a protected class, including race, color, age, religion, creed, sex, national origin or qualifying disability in all employment practices, including conditions of employment. Harassment of an employee on any of these bases violates these laws. The library will neither condone nor tolerate such acts of discrimination, including harassment, by any supervisor, employee or other persons.

The Louis B. Goodall Memorial Library is committed to maintaining a professional work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Conduct whether verbal, non-verbal and/or physical constitutes harassment if it is based on a person's protected status and creates an intimidating, hostile or offensive work environment that unreasonably interferes with work or negatively affects individuals' employment opportunities. Harassment can occur between coworkers, an employee and supervisor, or an employee and other person who use or otherwise has business with the Library. The Library is committed to providing a workplace that is free of harassment and or discrimination based on race, color, age, religion, creed, sex, national origin or disability.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

Examples of Harassment include, but are not limited to the following:

- a) Offensive jokes, slurs, epithets or name calling;
- b) Physical assaults or threats;
- c) Intimidation, ridicule or mockery, insults or put-downs;
- d) Offensive objects or pictures;
- e) Interference with work performance

Individuals Covered by the Policy:

This policy covers all employees and officials. The Library will not tolerate discrimination or harassment, whether engaged in by fellow employees, supervisors, officials or other persons who conduct business with the Library

Internal Complaint Procedure:

An individual who believes he or she has been subject to discrimination or harassment, and any individual who witnesses discrimination or harassment, should immediately report the incident to his or her supervisor, the Executive Director or Board of Trustees. All reports of discrimination or harassment shall be documented.

Approved 5/16/18