

ANTI-HARASSMENT

The Guilderland Public Library recognizes its responsibility to its staff to maintain an environment free from harassment. To achieve this environment, the Library believes that it is necessary to affirmatively address the subject, express its strong disapproval of harassment, and inform its staff of the right to raise the issue of harassment with Management. Anyone who is found to have engaged in harassment will be subject to appropriate disciplinary action.

Harassment includes any physical or verbal conduct demonstrating hostility toward a person because of his or her age, sex, sexual orientation, race color, religion, national origin, disability or other “legally protected status.” Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct by patrons or staff.

Age harassment – demeaning comments or conduct based on a person’s age. It also can involve excluding an employee from certain activities because of age, or pressuring an employee to retire.

Sexual harassment -- characterized by unwanted sexual advances or sexually explicit words, pictures or gestures. Sexual Harassment also occurs if a supervisor or manager subjects an employee to a positive or negative personal action in exchange for accepting or refusing sexual advances. Sexual harassment at work can occur, as well, when a person is subjected to negative treatment on the basis of gender, including situations involving members of the same or opposite sex.

Race/color harassment – most often occurs as offensive comments, epithets, jokes, slurs or gestures, or through symbolic objects or drawings. Even when the victim and harasser are the same race, or the victim is not a minority, race harassment is unlawful.

Religious harassment – usually involves jokes, comments or other demeaning conduct based on a person’s affiliation with a particular religion or observance of religious holidays or dress. Coercing an employee to participate or not participate in religious activities also constitutes religious harassment.

National origin harassment – derogatory words or conduct aimed at an individual’s nationality, ancestry, foreign name, accent, appearance or culture.

Disability harassment – occurs when an individual is subject to comments, ridicule or other demeaning conduct because of a perceived or actual disability.

Harassment can occur in person, in writing, by telephone (voice or text messaging), by fax, via the Internet (e-mail or instant messaging) or through any other means of communication. Harassment can be physical verbal or visual.

Any Staff member who feels that s/he has been subject of harassment should report the incident. Staff should report the incident to a Supervisor, Department Head, the Assistant Director or the Director.

Persons who sexually harass staff members are subject to the withholding of library privileges as follows:

First Offense: One warning, then out for the day.

Second Offense: Library privileges will be revoked for up to one month.

Subsequent Offense: Library privileges will be revoked for up to one year.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately expelled from the Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

A complaint form must be completed and signed in order to investigate the complaint. If the incident involves a Supervisor or Department Head, the person should contact the Assistant Director or Director. If the complaint involves the Assistant Director or Director the person should contact the Board President.

All complaints will be investigated in a timely manner and full consideration will be given to all the facts presented. If it is found after the investigation that the complaint is valid, appropriate action will be taken.

The library will not tolerate retaliation against any person for complaining about harassment.

The Library also recognizes that false accusations of harassment can have serious effects on innocent people. We trust that everyone connected to the Library will act responsibly to keep our environment free from discrimination.

Citations

Approved 1/10/02

Revised 5/10/2012

Revised 4/12/18

ANTI-HARASSMENT FORMAL COMPLAINT FORM

Name of complainant (please print)

Date of complaint

Name of alleged sexual harasser, if known

Date and place of incident

Description of misconduct

Name of witnesses (if any)

SIGNATURE: _____

TELEPHONE: _____

DATE: _____

Approved 1/10/02
Reviewed 4/12/18

ANTI-HARASSMENT COMPLAINT
APPEAL FORM

Name of complainant (please print)

Date of appeal

Date of original complaint

Description of decision being appealed

Why is the decision being appealed?

SIGNATURE: _____

POLICY