

Claverack Free Library

Harassment Policy for Employees

Adopted: February 2014

It is the policy of the Claverack Free Library to provide and maintain a work place environment free from discrimination based on sex, race, color, religion, national origin, age, disability and any other class protected by law. Harassment based on these characteristics is a form of unlawful discrimination when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Harassment based on sex is defined as unwelcome sexual advances and other offensive verbal or physical conduct of a sexual nature. Other unlawful harassment is defined as verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of race, color, religion, national origin, age or disability.

Harassment in any form is prohibited and will not be tolerated. Employees who engage in unlawful harassment are subject to discipline up to and including discharge.

Employees who believe they have been subjected to unlawful harassment have the right to file a written complaint with the library director and Board President.

The library director will conduct a prompt investigation of the allegations, document the findings, and provide a report to the Board in a timely fashion. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of all parties.

The library director will inform the Board when it is determined that a violation of this policy occurred. The library director will take the appropriate action when it is determined a violation of this policy occurred. Discipline will be based on this policy, the facts and circumstances of each case. The library director will maintain a file including: written complaint, investigation report and disciplinary action taken if any.

If the library director (or personnel committee) determines an employee made an intentionally dishonest or malicious complaint, disciplinary action will be taken against the complainant. Any employee who knowingly assisted the complainant will also be disciplined.

No punitive action will be taken against any employee who files a legitimate unlawful harassment complaint. Claverack Free Library prohibits any form of retaliation against any employee who files a bona fide complaint or assists in the investigation into a complaint.

In the event the library director is the subject of a written complaint, the Board personnel committee will assume the disciplinary responsibilities set forth here.

The library director is responsible for the administration of this policy.