

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Chesterfield Township Library to provide its employees and patrons with an environment that is free from discrimination and harassment in any form. The Chesterfield Township Library does not permit sexual harassment or reprisals against any employee who makes a justifiable sexual harassment complaint. Sexual harassment in the workplace is illegal. It violates Title VII of the Federal Civil Rights Act of 1964. This policy applies to the actions of board members, supervisors, managers, co-workers, customers, patrons, outsiders and any other persons who come into contact with the Library's employees. It is important to remember that false accusations of sexual harassment can cause serious problems to the accused harasser and is a serious violation of the rights of the accused.

Definition: Sexual harassment is unsolicited or unwelcomed sexual overtures; requests for sexual acts or favors; requests for sexual favors accompanied by threats concerning an individual's employment status; requests for sexual favors accompanied by promises of preferential treatment concerning an individual's employment status; verbal, written, or graphic communication of a sexual nature, that are offensive or objectionable, or that create a hostile environment; sexually discriminating remarks that are offensive or objectionable to the recipient or cause the recipient discomfort or humiliation that interferes with his/her job performance; patting, pinching, or unnecessary contact with another employee's body or alleging falsely that another individual has engaged in the above acts.

Procedures: Anyone who believes he or she is being sexually harassed should take the following actions:

- Politely, but firmly, confront the harasser and ask him or her to stop. If practical, have a witness present. Be specific about the exact behavior which is to be stopped.
- Document the complaint in writing. Keep any related letters or memos. Bring the problems directly to the attention of the Library Director or if necessary to a member of the Library Board of Trustees.

All complaints will be handled promptly and confidentially, protecting both the charging party and the individual accused of the sexual harassment. In no event will information concerning a complaint be released by the Library to anyone who is not involved with the investigation.

The Chesterfield Township Library will retain confidential documentation of all allegations and investigations. The Library will take appropriate corrective actions up to and including discharge from employment when necessary to remedy violations of this policy. The Library believes that each problem can be minimized by prompt, confidential, and complete investigations. The Library will make every effort to ensure that staff are familiar with the policy and that it is displayed prominently.