

ANTI-HARASSMENT POLICY - Sample

The following are rules and regulations of the _____ Library. These are effective _____, 2005 as adopted by the Board of Trustees of the _____ Library.

It is the policy of the _____ Library that all our employees should be able to enjoy a work environment free of disruptive elements (e.g. noise, scents, etc.), discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) race, (2) sex, (3) age, (4) national origin, (5) religion, (6) handicap, (7) marital status, (8) sexual orientation, and (9) veteran status. Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Complaint Procedure

Individuals who believe they have been subjected to harassment from either a co-worker or a supervisor should make it clear to the offender that such behavior is offensive to them and unwelcome, and should immediately bring the matter to the attention of the Library Manager or Board President. An independent inquiry will be made into any allegations. All allegations of harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management.

Anyone found to have engaged in harassment shall be subject to discipline, up to and including discharge.