

# TOMPKINS COUNTY PUBLIC LIBRARY

## Workplace Harassment Prevention Policy

### Purpose and Goals

The Library seeks to provide a safe, secure, and welcoming environment for patrons and staff. Patrons and staff are expected to follow the Code of Conduct while on Library property. It is the Library's goal to provide a work environment that promotes mutual respect. Harassment of any kind erodes mutual respect and thus damages the workplace and negatively affects morale, motivation, and job performance.

This policy affirms the Library's commitment to the elimination of harassment which limits human potential, or impedes communication, understanding, or access to information. The Library complies with state and federal law.

The Library cannot address harassment unless it knows about it. It is the responsibility of all staff members to:

- Not engage in behavior that constitutes unlawful harassment.
- Fully cooperate in carrying out this policy.
- Communicate any concerns regarding harassment or retaliation to a supervisor.

### Application

This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy.

### Policy

The Library is committed to maintaining a workplace free from harassment. The Library prohibits any form of workplace or sexual harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

All employees are expected to act in a professional manner that acknowledges and respects diversity and maintains a harassment-free work environment. They should exercise good judgment and avoid engaging in conduct that could be reasonably perceived as harassment.

### Examples of Harassment

Examples of harassment include, but are not limited to:

- making repeated sexual comments or innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds

- displaying derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; making graphic commentaries; leering; or making obscene gestures
- making unwanted physical contact including touching, interfering with an individual's normal work movement or assault
- making or threatening reprisals as a result of a negative response to other conduct
- engaging in a pattern of repeated and unwanted attention, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear

This list is illustrative only, and not exhaustive. The Library's Sexual Harassment and Discrimination Prevention Policy has further information on what constitutes sexual harassment.

### **Complaint Procedure**

Any employee who believes that they have experienced harassment should report it to their supervisor or the Director. The Library encourages employees to use this policy without worrying about whether the conduct involved is considered harassment in a legal sense. Any manager who receives such a complaint should report it to the Director immediately. Upon receipt of a complaint, the Library will investigate and take appropriate corrective action as may be warranted, up to and including termination. The Library prohibits retaliation or adverse action against employees because of their good faith report of harassment or participation in an investigation regarding the same.

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## Harassment Complaint Form

If you believe that you have been subjected to harassment, you are encouraged, but not required, to complete this form and submit it to your supervisor or the Director. No employee will be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy, and follow its harassment prevention policy by investigating the claims as outlined at the end of this form.

### COMPLAINANT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Communication Method:       Email       Phone       In Person

### SUPERVISORY INFORMATION

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

### COMPLAINT INFORMATION

1. Your complaint of harassment is made about:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Relationship to You:       Supervisor       Subordinate       Coworker       Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred:

Is the harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

*Question 5 is optional but may help the investigation.*

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Instructions for Employers**

If you receive a complaint about alleged harassment, follow your harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Harassment occurs on a spectrum and employers are encouraged to view all potential allegations with an open mind. Disciplinary action should meet the severity of the alleged actions.

Employers should document the findings of the investigation and basis for your decision along with any corrective actions taken. Notify the employee and the individual(s) against whom the report was made of the investigation's outcome and corrective actions taken. This may be done via email.