

# Harassment Policy

## Wabasso Public Library

### Purpose

This policy addresses harassment, provocation, and unwelcome advances in the library workplace. A part of the Library's mission is to create "...an atmosphere that is welcoming, respectful, and businesslike." The Library wishes to protect the rights and safety of its patrons and employees. It also wishes to enable each employee to reach his/her maximum productivity by ensuring freedom from harassment in the work environment.

### General

According to its **Rules of Behavior Policy**, the Library prohibits "engaging in disorderly conduct, harassment, or behavior that causes or creates an unsafe environment or an interference with the quiet, peaceful or orderly use and management of the Library by patrons and employees. This includes intimidation by words (verbal abuse, profanity, hate language, and name-calling), gestures, body language or any type of menacing or bullying behavior."

Harassment on the basis of race, color, religion, sex, or national origin is a violation of law. The Library also prohibits any form of unlawful harassment based on age or disability.

With respect to sexual harassment, the Library prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or otherwise offensive nature especially where submission to such conduct is a condition of employment, or has the effect of creating an intimidating, hostile, or offensive working environment.

The Library Director is responsible for creating an atmosphere free of harassment for co-workers or nonemployees who interact with a Library employee on the job. If the Director receives information about alleged harassment on library property, or witnesses an incident that might constitute harassment, then the Director should fill out an **Incident Report Form**, and shall report the matter immediately to the Library Board.

Employees who believe they have been subjected to or who believe they have witnessed harassment are expected to notify the Library Director and fill out an Incident Report Form. The Director will immediately report the incident to the Library Board. If the employee feels his or her complaint has not been adequately responded to by the Director or the Library Board, she/he should submit a complaint to the City Council of Wabasso.

All reports of harassment will be promptly investigated by the Library Board. Complaints will be kept confidential. Any form of retaliation against an individual filing a complaint under this policy or for assisting in a complaint investigation is prohibited.

If investigation of harassment indicates that such behavior has occurred, appropriate disciplinary action will be taken. Disciplinary actions against patrons will be governed by the Library's **Rules of Behavior Policy**. Disciplinary actions against employees will be governed by the Library Board, and/or the City Council of Wabasso (if the Council has received a complaint).

*Approved 11-02-2021*