

**Dorothy Hull Library
Windsor Charter Township**

Sexual Harassment And Unwanted Conduct Policy

Purpose

Sexual harassment is illegal pursuant to the laws of Michigan and the United States. It has no place at the Dorothy Hull Library. All persons employed by the Library and all patrons of the Library have the right to an environment free of unwanted sexual advances; explicit or implicit propositions; requests for sexual favors; verbal or physical communications of a sexual nature and/or unwanted sexual conduct.

Therefore, sexual harassment and unwanted conduct in all forms is prohibited and shall apply to personnel employed by the Library and to patrons using library services. This policy's purpose is to establish a positive atmosphere of prevention against sexual harassment and unwanted conduct in the Library setting.

Violation of the prohibitions set forth in this policy will subject the offending employee to discipline up to and including discharge. Should a library patron engage in sexual harassment or unwanted conduct when visiting the library or using library services, the patron is to be put on written notice by the Library Director. Any continuation of sexual harassing behavior or unwanted conduct may result in the loss of library privileges.

Definitions

Employee shall include any person employed by the Library in any capacity.

Patron shall include any person visiting the library or using library services.

Sexual Harassment includes, but is not limited to the following, any unwelcomed, unwarranted or repeated verbal or physical sexual advances; sexually explicit, provocative, degrading, or suggestive statements. It also includes innuendo or comment or sexually oriented conduct or physical conduct made by an individual which is reasonably offensive or objectionable to the recipient or which causes the recipient discomfort, fear or humiliation or which reasonably interferes with the recipient's work performance or creates an intimidating, hostile or offensive library environment.

Unwanted Conduct includes any intentional verbal or physical conduct, which is of an ethnic, gender based or racial nature or reasonably causes the recipient discomfort, fear or humiliation or which reasonably interferes with the recipient's work performance or creates an intimidating, hostile or offensive library environment.

Examples

Whether a specific behavior constitutes sexual harassment or unwanted conduct prohibited under this policy may depend upon the facts and circumstances of each particular situation. By way of the example

and not limitation, the following actions or communications may constitute sexual harassment under particular circumstances:

- Unwelcome requests of a sexual nature;
- Demands or subtle presume for sexual favors or sexual activity;
- Lewd comments or gestures;
- Unwanted intentional physical contact or sexual nature;
- Continued or repeated verbal abuse of a sexual nature;
- Sexually degrading words used to describe an individual;
- Lewd jokes;
- Graphic verbal commentaries about an individual's body or state of pregnancy;
- Displays of sexually suggestive objects or pictures.
- Retaliation against an individual for refusing a sexual overture;
- Retaliation for the reporting of an incident of possible sexual harassment or unwanted conduct;
- Spreading rumors about the sex life of another employee or patron;
- Sexual comments on an individual's clothing.

The Library's Obligation

Sexual harassment is a form of sexual discrimination. The Board of the Dorothy Hull Library and the Library Director have an obligation to implement measures and procedures to recognize and address sexual harassment and unwanted conduct. All employees and board members are to be instructed on this policy. This policy statement is unequivocal statement of prevention for the benefit of all Library employees and patrons.

Behavior, such as that described above, defeats the purpose the Library and its employees and patrons to work and visit in an environment that is free from offensive conduct. Therefore, sexual harassment and unwanted behavior cannot and will not be tolerated by the Library Board and Director.

Procedures

When an employee feels sexually harassed or the subject of unwanted conduct, that employee should confront the offender; describe the behavior that is not liked and demand that the person stop all such conduct. The employee is to communicate that the conduct is unwelcome. This is particularly true when the alleged offender may, for some reason, believe that such an advance might be welcomed. It is important to note that in some cases, a victim of harassment need not confront his or her offender directly, as long as his or her conduct demonstrates that the offender's behavior is unwelcome.

Any employee who believes that he or she has been subjected to sexual harassment, unwanted conduct or believes that he or she is working under conditions that are defined as sexually harassing shall submit a written report that documents the incident. The report should also include a description of the initial

confrontation with the offender or how the employee let the offender know the behavior was unwelcomed. Within ten (10) calendar days after the alleged occurrence, the written report is to be submitted to the Director or the Board.

Should any of the information contained in the written report appear to include actions involving possible criminal sexual assault or conduct, an immediate referral is to be made to local law enforcement by the Director or Board.

Any other library staff member who witnesses or becomes aware of a sexual harassment/ unwanted conduct incident is also responsible for the immediate reporting of that occurrence to the Library Director. If the staff member is uncomfortable reporting to the Director, he/she is to report immediately to a member of the Board.

All written reports of sexual harassment or unwanted conduct are to be promptly investigated by the Director or Board designee and are to be viewed as a complaint. The investigation shall include interviews, when appropriate, with other witnesses to the alleged occurrence. Every effort will be made to process all complaints in a fair, impartial and speedy manner, not to exceed 15 working days, with the concern for the principles of due process and fairness. In order to protect the rights of both the person making the complaint and other persons involved, every reasonable effort will be made to treat all reports and investigations in a confidential manner.

Upon completion of the investigation described above, a meeting shall be held between the person making the report and the Director or board designee. This meeting shall occur within twenty (20) working days following the report of the alleged occurrence. After the meeting, the individual against whom the report was made shall be given a full opportunity to respond to the allegations.

The Board and the Director shall promptly review the information gained from the investigation, the meeting with the person making the report and the response of individual alleged to have committed the harassment/conduct. If it is determined that sexual harassment or unwanted conduct did take place, immediate action is to be taken to remedy the harassment and prevent its reoccurrence. This may include discipline, dismissal or loss of library privileges, as necessary.

Retaliating Action Prohibited

No employee or patron is to be subject to any form of retaliation for pursuing or cooperating in an investigation of sexual harassment/unwanted conduct or for filing charges regarding an incident(s).

Any kind of retaliatory action or conduct by any employee against another as a result of that individual having sought redress under this policy is strictly prohibited. Such behavior will be regarded as a separate and distinct violation of the Library's work policies and procedures and will subject the offender to serious discipline up to and including termination.

False Allegations

Any employee who deliberately makes false allegations against another employee or patron will be subject to serious discipline up to and including termination.

Further Information

Any questions, concerns or other inquiries concerning this policy or behavior / conduct prohibited by this policy shall be directed immediately to the Library Director or the Board President.

Procedures Applicable To Other Issues

The procedures as outlined above will also be applied to any complaint of harassment based upon religion, race, color, national origin, age or any other civil right protected under the Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Acts.

Adopted January 18, 2018