

HARASSMENT POLICY (NON-SEXUAL HARASSMENT)

The North Babylon Public Library ("Library") is committed to maintaining a work environment free from unlawful discrimination and harassment. All Library applicants, employees, administrators, officers and trustees, as well as everyone with whom the Library does business (e.g., outside vendors, consultants, independent contractors) are prohibited from engaging in unlawful discrimination or harassment based on any of the following: race, color or national origin; religion; age; creed; disability; marital or familial status; citizenship; pregnancy; veteran or military status; genetic predisposition or carrier status; status as a victim of domestic violence, sex offenses or stalking; or any other category protected by federal, state, county or local law or regulation. Harassment on the basis of any of these characteristics is strictly prohibited and will not be tolerated.

The following is a non-exhaustive list of examples of harassing conduct that is prohibited by this Policy:

- visual conduct such as derogatory posters, photographs, cartoons, drawings, gestures, or computer or television broadcasts;
- verbal conduct such as ethnic or religious jokes, or derogatory comments, slurs, innuendoes, epithets or threats (including but not limited to those uttered over radio, television or online videos);
- physical conduct such as touching, blocking movements or assault; and
- retaliation for reporting unlawful harassment or threatening to report unlawful harassment.

It is improper for members of the same protected group to harass each other, just as it is improper for members of one protected group to harass members of another protected group. Harassment is also prohibited regardless of whether it involves: co-worker harassment; harassment by a supervisor or manager; or harassment by persons doing business with or for the Library.

Complaint Procedure

This complaint procedure provides for the prompt, thorough and objective investigation of any claim of prohibited harassment; appropriate disciplinary action against one found to have engaged in prohibited harassment; and appropriate remedies for any victim of unlawful harassment. A claim of prohibited harassment may exist even if the employee has not lost a job or economic benefit.

Every Library employee, supervisor, manager or officer, as well as individuals with whom the Library does business (e.g., outside vendors, consultants, independent contractors) is responsible for maintaining a workplace free from prohibited harassment. Accordingly, any such person who believes the actions or words (written or verbal) of a

co-worker, supervisor, manager or officer, or individual with whom the Library is doing business, or other incident(s) involving such individual(s), constitute unlawful harassment must take the following actions:

- If possible, tell the harasser that his/her actions are not welcome and must stop.
- Promptly report the harassing action(s), word(s) and/or incident(s) to the Library Director. If you feel uncomfortable speaking with the Library Director, or if you feel a complaint you previously made has not been adequately addressed, report the harassing action(s), word(s) and/or incident(s) to a member of the Library's Board of Trustees.

Reports of harassment may be done either verbally or in writing, but it is strongly encouraged that employees file a written complaint (see the Harassment (Non-Sexual Harassment) Complaint Form attached/following this Policy). The complaint should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (*i.e.*, notes, e-mails, etc.) of the harassment.

All complaints of prohibited harassment will be promptly investigated by the Library or its designee. The Library is also committed to investigating any instance of alleged or suspected prohibited harassment that comes to the Library's attention, even if the victim does not make any complaint or does not want the matter pursued. The alleged victim and accused harasser shall each be afforded an opportunity to present their version of events during the Library's investigation.

All individuals are hereby directed and required to cooperate with the Library in conducting its investigation into complaints of alleged prohibited harassment or any other instance of prohibited harassment that comes to its attention. All complaints of harassment and the investigation of complaint(s) are confidential to the maximum extent reasonably possible consistent with law and the Library's commitment to conduct a thorough investigation. Everyone involved in the reporting and investigation of prohibited harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Library to conduct an objective and appropriate investigation.

If the Library's investigation is conclusive, and unlawful harassment is found to have occurred, appropriate corrective action will be taken in a timely manner, and appropriate measures will be taken to deter any future harassment. Corrective action may include a variety of measures, such as counseling, training and/or discipline (up to and including termination) of the person(s) who engaged in the prohibited harassment. Once the investigation is complete and a determination has been made, such determination will be communicated to the complaining employee, the victim of the harassment (if the victim is not the employee who made the complaint), and the accused harasser.

No Retaliation

Retaliation of any kind against an employee who makes a good-faith complaint of harassment under this Policy, or who participates in the Library's investigation into alleged harassment as prohibited by this Policy, is strictly prohibited and will not be tolerated. Retaliation, direct or indirect, against any employee for complaining in good faith of prohibited harassment or participating in the Library's investigation into prohibited harassment will be grounds for discipline, up to and including termination. Follow-up interview(s) with the complainant may be conducted, if appropriate, to ensure that the harassment has not resumed and that no retaliation has occurred.

Sexual Harassment

This Policy only prohibits harassment on the basis of the non-sex based characteristics protected by law (e.g., race, color or national origin; religion; age; creed; disability; marital or familial status; citizenship; pregnancy; veteran or military status; genetic predisposition or carrier status; status as a victim of domestic violence, sex offenses or stalking). However, harassment on the basis of sex, gender and sexual orientation is strictly prohibited as provided for in the Library's Sexual Harassment Prevention Policy. Complaints about potential sexual harassment should be made in accordance with the complaint procedure set forth in the Library's Sexual Harassment Prevention Policy. Any complaints made to the Library about potential sexual harassment will be investigated in accordance with the Sexual Harassment Prevention Policy.

Questions

If you have any questions about this Policy, please contact the Library Director, or if you feel uncomfortable speaking with the Library Director, please contact a member of the Library's Board of Trustees. Questions about this Policy will be treated as confidential to the extent practicable.

HARASSMENT (NON-SEXUAL HARASSMENT) COMPLAINT FORM

Date of Complaint: _____

Date of Incident: _____

Complainant: _____

Charged Person(s): _____

Description of Incident: (attach additional sheets if necessary) _____

Name(s) of witness(es), if any: _____

Has the incident been reported before?

YES

NO

If yes, when was the incident reported, to whom, and what was the resolution? (attach additional sheets if necessary)

Complainant Signature

Date