

## Harassment Policy for Employees

It is the policy of the Wayland Free Library to provide a work place environment free from discrimination based on sex, race, color, religion, national origin, age, disability and any other class protected by law. Harassment based on these characteristics is a form of unlawful discrimination when submission to or rejection of this conduct affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Harassment based on sex is defined as unwelcome sexual advances and other offensive verbal or physical conduct of a sexual nature. Other unlawful harassment is defined as verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of sex, race, color, religion, national origin, age or disability.

Harassment in any form is prohibited and will not be tolerated. Employees who engage in unlawful harassment are subject to discipline up to and including discharge.

Employees who believe they have been subjected to unlawful harassment have the right to file a written complaint with the library director and Board President. The library director will conduct a prompt investigation of the allegations, document the findings, and provide a report to the Board in a timely fashion. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of all parties.

The director will inform the Board when it is determined that a violation of this policy occurred. The library director will take the appropriate action when it is determined a violation of this policy occurred. Discipline will be based on this policy, the facts and circumstances of each case. The director will maintain a file: Written complaint, investigation report and disciplinary action taken if any.

If the library director determines an employee made an intentionally dishonest or malicious complaint, disciplinary will be taken against the complainant. Any employee who knowingly assisted the complainant will also be disciplined.

The library prohibits any form of retaliation against an employee who files a legitimate unlawful harassment complaint or assists in the investigation of a complaint.

In the event the director is the subject of a written complaint, the Board will assume the disciplinary responsibilities detailed here.

The library director is responsible for the administration of this policy.

Adopted by the Wayland Free Library Board of Trustees: Dec. 1, 2014