

SEXUAL HARASSMENT POLICY

THE POLICY

It is the policy of NEGRLS to maintain for our patrons and employees an environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the staff to harass another staff member or library patron through conduct or communications of a sexual nature.

Should a library employee witness any behavior by a patron that may contribute to the creation of an intimidating, hostile, or offensive environment for staff or other patrons, the patron must be asked to cease the offensive behavior. If the behavior persists, the police shall be called as outlined in the "Problem Behavior Policy".

THE DEFINITION

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Such conduct shall be considered to be sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or when:
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or when:
- Such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive environment for a patron or staff member.

FILING

Complaints of sexual harassment should be made to the Manager at the affected affiliated library or to the Regional Services Director if the incident(s) involved in the complaint occur at the Regional Services Office. Each complaint will be addressed as outlined in the Regional Grievance Procedure. Copies are available in each library.