

**Glen Cove Public Library
4 Glen Cove Avenue
Glen Cove, NY 11542**

Policy Against Harassment

This Policy was unanimously approved by resolution of the Board of Trustees of the Glen Cove Public Library at their regular monthly meeting on February 16, 2010.

The Glen Cove Public Library is committed to a professional working environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.

Definition of Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behavior and may involve individuals of the same or different gender. Depending on the circumstances, this behavior may include, but is not limited to: unwanted sexual advances: subtle or overt pressure for sexual favors; sexual jokes, innuendoes, advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or physical, verbal or visual conduct of sexual nature. None of such behavior is acceptable at the work place or in any work-related setting outside the work place, such as trips on office business and office-related social events.

Individuals Covered Under the Policy

This policy applies to all employees.

Reporting an Incident of Sexual Harassment-Formal Procedure

A). Notification

The Library encourages individuals who believe they are being sexually harassed to advise the offender immediately that his or her behavior is unwelcome and demand that it be discontinued. The Library recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable in doing so.

The Library encourages the reporting of all perceived incidents of sexual harassment, regardless of the offender's identity or position. Individuals who believe they have been the victims of sexual harassment are asked to discuss their concerns with their immediate supervisor or with the **Director, or the Board of Trustees**. It is the responsibility of any supervisor who receives such a complaint to notify immediately the **Director or the Board of Trustees** of such a complaint.

B). Timelines in Reporting Harassment

The Library encourages the prompt reporting of complaints or concern so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention has proved to be the most effective method of resolving actual or perceived incidents of sexual harassment and is therefore encouraged.

C). Investigating Process

Any reported allegations of sexual harassment will be investigated promptly by the **Director or the Board of Trustees**. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

D). Confidentiality

The complaint and investigation will be handled with sensitivity and confidentially will be maintained throughout the investigating process, to the extent practical and appropriate under the circumstances, in light of the important privacy interest of all concerned.

E). Protection Against Retaliation

Retaliation against an individual for reporting sexual harassment or assisting in providing information relevant to a claim of sexual harassment is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation should be reported immediately in the manner set forth above. Each such report will be investigated promptly.

F). Responsive Action

Misconduct constituting sexual harassment will be dealt with appropriately. Responsive action may include training, referral to employee counseling, and disciplinary action, including suspension without pay or termination, as the Library may find appropriate under the circumstances.

G). Record of Complaint and Investigation

The Library Director will maintain a written record of each complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate.

H). False and Malicious Accusations

False and malicious complaints of sexual harassment, as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Other Harassment

The Library policy equally prohibits any other type of harassment involving a protected category under federal, state or local law, including harassment on the basis of race, color, religion, national origin, sexual orientation, age and/or disability.

Conclusion

No employee is required to endure insulting, degrading or exploitative treatment. The Library requires that each person exhibit, in his or her conduct and communications, sound judgment and respect for the feelings and sensibilities of every other Library employee.

The Library will continue to insure that a professional and courteous atmosphere exist in the work place for all of its employees. If an employee has any concerns or comments regarding this sexual harassment policy and/or disciplinary actions stemming from a sexual harassment complaint, he/she may address such concerns verbally or in writing to the **Director or to the Board of Trustees**. These concerns and comments will be carefully reviewed and considered.

**WHAT ACTIVITIES WOULD OR COULD
BE CONSIDERED SEXUAL HARASSMENT?**

- Visual harassment (e.g. sexually explicit poster, magazines, calendars, etc.).
- Verbal harassment or abuse (e.g. foul language, repeated requests for dates, lewd comments sexually explicit jokes, whistling, etc.).
- Written harassment, including love poems or letters, and graffiti.
- Non-verbal harassment, including sexually explicit and/or offensive gestures.
- Explicit demands for sexual activity.
- Subtle pressure for sexual activity.
- Sexist remarks about a person's clothing, body or sexual activities.
- Touching, painting, pinching or kissing.
- Leering or ogling.
- Closeness to or inappropriate brushing up against another person's body.
- Promised of promotions, favorable performance evaluations, etc. in return for sexual favors.
- Demanding sexual favors accompanied by implied or overt threats to a person's job, promotion, performance evaluation etc.. This is known as quid pro quo harassment.
- Physical assault, rape.

PREVENTION OF SEXUAL HARASSMENT

- Conduct yourself in a business-like manner at all times
- Know the Library's policy on sexual harassment
- Be aware of your attitudes regarding the opposites sex in a general and sexual harassment in particular.
- Never ignore instances of sexual harassment or conditions giving rise to sexual harassment.
- Set a positive example by treating everyone with respect and letting others know that you demand the same degree of respect from them.
- Do not assume that sexually explicit jokes, cartoons or pictures, "friendly" gestures and so forth are harmless or inoffensive.
- Refrain from making jokes at someone else's expense and from seeking to embarrass, humiliate, offend or threaten others.
- Carefully consider whether or not personal comments or questions are appropriate to the relationship and/or work place before speaking
- Do no "go along with the crowd" or as an individual accept inappropriate behavior or others.
- Be supportive of people who are being harassed or who have been sexually harassed.
- Do no hesitate to seek help preventing or remedying a situation of sexual harassment.
- Weigh your options in dealing with sexual harassment carefully, since such obvious "fixes" as remaining silent, transferring or resigning are rarely the best solution to a problem.
- Immediately stop any behavior that you believe, even as a remote possibility, might be interpreted as sexual harassment.
- Consider whether you would object to having your conduct recorded or videotaped and later played back to your spouse, parents, children, friends or acquaintances. If you would have a real problem with such an arrangement, reconsider the appropriateness of your work behavior.