

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **SEXUAL HARASSMENT**

Purpose: The Ottumwa Public Library (OPL) will not tolerate sexual harassment in the work place. OPL strives to provide a working environment free from all forms of discrimination, including sexual harassment, either verbal or physical.

Policy: This policy applies to employees (including supervisors and managers) and non-employees (including patrons, visitors, and colleagues).

Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. In addition, the Equal Employment Opportunity Commission (EEOC) has issued guidelines on sexual harassment. EEOC defines sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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.”

Procedure:

No employee, male or female, should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to the employee because of gender. Any conduct that is not welcome, is personally offensive, that debilitates morale, and interferes with work effectiveness may meet the above definition.

1. In an employee feels he/she is subject to sexual harassment, the employee is encouraged – but not required – to promptly tell the person that the conduct is unwelcome and ask the person to stop. A person who receives such a request must comply and must not retaliate in any manner. The employee also should report such incidents to the immediate supervisor or Director. Privacy and confidentiality will be maintained.
2. All Library employees are responsible for preventing sexual harassment. This responsibility includes reporting to the Director, conduct that may constitute sexual harassment by anyone, whether co-worker, supervisor, or non-employee. This is true regardless of how awareness of the conduct is gained.
3. Following notification from an employee, a formal fact-finding will be supervised and/or completed by the Director. This fact-finding will examine the totality of the circumstances, nature of the offenses and the context in which the alleged incident occurred. The Director is responsible for resolving the complaint within fourteen (14) working days. This fact-finding will also recommend how to resolve the incident including disciplinary action up to and including termination. OPL considers sexual harassment to be a major offense, which can result in suspension or termination of the offender.
4. This policy also prohibits retaliation against employees who bring sexual harassment charges or who assist in fact finding associated with a charge. Retaliation is a violation of this policy and may result in discipline up to and including termination.

Date Revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees