

Sexual Harassment Policy

The Ellenville Public Library & Museum affirms its commitment to non-discrimination and recognizes the responsibility to provide its employees an environment that is free from intimidation and sexual harassment.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the New York State Human Rights Law Section 296. Therefore, the Board of Trustees of the Ellenville Public Library & Museum prohibits all forms of sexual harassment by employees or members of the public on library premises.

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any harassment directed at another person solely because of the person's gender or sex is considered sexual harassment. The policy also applies to same-sex sexual harassment, as well as harassment by members of the opposite sex. Examples of conduct that may constitute sexual or gender harassment are:

Written and/or verbal contact such as sexually suggestive or obscene letters, notes, invitations or comments, unwelcome sexual propositions, graphic statements about a person's body, remarks or innuendoes with a sexual or demeaning implication, threats, slurs, epithets, jokes about gender-specific traits, suggestions or demands for sexual involvement which may include implied or explicit threats concerning one's job status, or employment condition.

Physical contact such as intentional touching patting, pinching, brushing against another's body, impeding or blocking movement, touching oneself in a sexual manner in front of another person, assault or sexual abuse including forced contact.

Visual contact such as leering or staring at another's body, gesturing, displaying, storing, or transmitting sexually suggestive objects or pictures, cartoons, posters or magazines.

Other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

The Board of Trustees of the Ellenville Public Library & Museum acknowledges that in determining whether sexual harassment has occurred, the perspective of the complainant, as well as the alleged harasser's conduct and/or intention should be evaluated.

Any person who feels that he or she has been the victim of sexual harassment or who has witnessed such activity is required to immediately report the incident to the Library Director (or, in absence of the Director the Administrative Assistant) or, if the complaint relates to the Director or the Administrative Assistant, such complaint must be to the Board of Trustees of the Ellenville Public Library & Museum immediately. The complaint may be made verbally or in writing. The Complainant may also contact the New York Division of Human Rights or the U.S. Equal Employment Opportunity Commission (EEOC).

FORM A may be used to file a complaint and is available at the circulation desk.

All complaints should be filed within 24 to 48 hours after the complainant has concluded that the policy has been violated.

When a complaint is filed, the Administrative Assistant, Director, or Board of Trustees on behalf of the Ellenville Public Library & Museum will begin a timely and thorough investigation.

All individuals hereby are directed and required to cooperate with the Director, Administrative Assistant, and/or the Board of Trustees of the Ellenville Public Library & Museum in fulfilling its investigative function.

Notice of the complaint shall be given to the accused by the committee investigating the complaint. The accused shall be afforded an opportunity to present his or her version of events.

Both the complainant and the accused will be given written notice of the results of the investigation.

The Board of Trustees of the Ellenville Public Library & Museum will take appropriate action to prevent behavior which violates this policy. Employees violating this policy will be subject to an immediate oral reprimand, followed by a written reprimand, recommended professional counseling, suspension or termination, and possible legal action. Patrons using the Ellenville Public Library & Museum may face loss of library privileges and/or possible legal action.

The policy prohibits retaliation against an individual reporting an incident or cooperating with the investigation of a reported incident. Confidentiality will be maintained in all phases of the complaint process in accordance with policy and the Ellenville Public Library & Museum's obligation to investigate and address complaints. The Ellenville

Public Library & Museum is not responsible for acts of sexual harassment that are not reported to the proper sources at the time of the harassment action.

Adopted by the Board of Trustees
January 20, 2009
Amended by the Board of Trustees
November 17, 2014

Ellenville Public Library & Museum
40 Center Street
Ellenville, New York 12428

FORM A

COMPLAINT OF SEXUAL HARASSMENT

DATE OF COMPLAINT: _____

DATE OF INCIDENT: _____

COMPLAINANT: _____

DESCRIPTION OF INCIDENT: (Attach additional sheets if necessary)

NAME(S) OF WITNESSES, If any: _____

HAS THE INCIDENT BEEN PREVIOUSLY REPORTED: _____

If yes, when, to whom, and what was the resolution?

Complainant's Name (Please print): _____

Complainant's Signature: _____

Date: _____

Complaint received by: _____
(Print Name)

Signature

Date