

# Anti-Harassment Policy

The Westhampton Free Library is committed to a work environment in which all employees are treated with respect and dignity. All employees have the right to work in a professional atmosphere that prohibits harassment based on any protected classification. Therefore, it is the expectation of the Westhampton Free Library that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. This policy applies to all applicants and employees, and prohibits harassment and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the Westhampton Free Library (e.g., an outside vendor, consultant or customer). Conduct prohibited by this policy is unacceptable in the workplace or in a work-related setting, including business-related trips, meetings and social events.

Sexual harassment is a form of gender discrimination and is defined as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a 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 a basis for employment decisions affecting such individual, (3) such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual’s work performance, or (4) such conduct creates an intimidating, hostile, or offensive working environment.”

Sexual harassment may include a range of behaviors that may involve individuals of the same or different gender. The following are behaviors that constitute sexual harassment, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual jokes and innuendo
- Verbal abuse of a sexual nature
- Commentary about an individual’s body, appearance, sexual prowess, or sexual deficiencies
- Leering, catcalls or touching
- Insulting or obscene comments or gestures
- The use of profanity
- Unwanted touching
- Unwanted comments or compliments about one’s appearance
- Display or circulation in the workplace (including through email) of sexually explicit objects or pictures
- Other verbal or physical conduct of a sexual nature

Harassment on the basis of any other protected characteristics is also strictly prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her race, color, national origin, citizenship, religion, creed, age, sex, sexual orientation, marital status, disability, veteran status, or any other trait or characteristic

protected by law and that: (1) creates an intimidating, hostile or offensive work environment, (2) unreasonably interferes with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.

The following are behaviors that constitute harassing conduct, but are not limited to:

- Epithets, slurs, or negative stereotyping
- Threatening, intimidating, or hostile acts, denigrating jokes, and display or circulation in the workplace (including through email) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group

Any employee who feels that he/she has been subjected to harassment should immediately report the matter to the Library Director. If an issue remains unresolved after speaking with the Library Director, the employee may contact the President of the Board of Trustees. If the issue involves the Library Director, or if the employee does not wish to bring the issue to the Library Director, it should instead be

immediately reported to the President of the Board of Trustees. Employees can be assured that there will be no retaliation for either filing a complaint or participating in an investigation. The Westhampton Free Library also recognizes that individuals may be concerned about the confidentiality of information they share, and will attempt to maintain confidentiality to the extent possible, consistent with an adequate investigation and appropriate corrective action. Any employee who is in violation of this policy will be subject to discipline, up to and including termination.

Adopted by the Board of Trustees: August 17, 2016