

# **CARTHAGE FREE LIBRARY**

## **SEXUAL HARASSMENT POLICY**

- a. It is the policy of Carthage Free Library to provide and maintain a workplace free of sexual and/or other harassment and intimidation of any employee or job applicant.
- b. Sexual harassment is held to be an act of discrimination under Title VII of the Civil Rights Act of 1964 and any amendments thereto and New York State Executive Law Section 290 et. Seq. and any amendments thereof.
- c. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other conduct of a verbal or physical nature under the following circumstances:
  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's employment status with Carthage Free Library.
  3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating a hostile working environment.
  4. Employees are urged to report any sexual harassment, if they are a victim or witness it in the workplace, to the Director. Employees should file a complaint with their senior professional available. If the employee believes that it would be inappropriate to report the incident to their senior professional, they should file a complaint directly with the Director.
  5. An immediate investigation of the allegations of sexual harassment will be conducted by the Director and corrective action will be taken where warranted. To the extent possible, this investigation will be conducted in a confidential manner. Upon completion of the investigation, Carthage Free Library will issue a letter to the complainant and the employee so charged in the complaint outlining the results of its investigation and the elements of its institutional policy violated if any. If there is a determination that there has been a violation of sexual harassment, then the employee so found to have committed this violation shall receive a copy of the investigation report. If Carthage Free Library determines that an employee is guilty of sexually harassing another employee, appropriate disciplinary action will then be taken against the offending employee.
  6. Carthage Free Library prohibits any form of retaliation against any employee who files a bona fide complaint or assists in the investigation of a complaint.

7. If after investigating any sexual harassment complaint, it is determined by the Director that the complaint was not bona fide or that an employee had provided false information regarding the circumstances in the complaint, then Carthage Free Library will render a written letter with such a finding and may impose disciplinary action against the employee who filed a complaint or any employee that supplies false information during the investigation of the complaint.