



Sexual Harassment Policy and Procedure

The Floyd Memorial Library is committed to ensuring that any form of sexual harassment is not tolerated. This policy offers guidance for recognizing conduct that violates the Floyd Memorial Library's sexual harassment policy and provides information about informal and formal procedures for investigating and resolving claims.

The Floyd Memorial Library is committed to providing a safe work environment in which all its employees are free from discrimination and harassment including sexual harassment. The Floyd Memorial Library has a zero-tolerance policy for any form of sexual harassment and no one will be retaliated against for making a complaint in good faith. This policy covers all staff at the Floyd Memorial Library.

What is sexual harassment?

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature that tends to create a hostile or offensive work environment.

Sexual harassment can involve one or more incidents. Actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviors which constitute sexual harassment include, but are not limited to:

Physical Conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching.
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favors.

Verbal Conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or text or email)

Non-Verbal Conduct

- Display of sexually explicit or suggestive materials

- Sexually-suggestive gestures
- Whistling
- Leering

What should I do if I think I am being sexually harassed?

If sexual behavior in the workplace occurs and you feel uncomfortable or you think it is inappropriate, the Floyd Memorial Library encourages you to address it.

Here is a checklist of steps you may take:

- Let the harasser know that the behavior is unwelcome and that you want it to stop.
- Report and discuss the behavior with your supervisor and enlist your supervisor's help.
- Discuss the problem with a supervisor or manager who does not oversee your work.
- Make a formal complaint of sexual harassment to the Assistant Director or Library Director.

What kind of records should I keep and how will it help?

Keep a contemporaneous log of what has happened. It may help you clarify what behavior occurred and what steps to take.

If you keep a log, you should record the date of any incident, describe what occurred, record your responses and note any witnesses.

What is the best way to make a formal written complaint asking the Floyd Memorial Library to investigate harassment?

To make a formal, written complaint about sexual harassment:

You may tell any supervisor or manager that you want to make a complaint. The Library Director will provide you with a copy of the complaint form, and you or the manager or supervisor will send it directly to the Library Director or Assistant Director. If your complaint is against the Library Director, you should interact directly with the President of the Library Board of Trustees. The officers of the board are listed on our library website (<https://floydmemoriallibrary.org>).

A copy of the complaint form and instructions can be found at the end of this policy.

What should I put in the complaint?

The complaint should be specific as possible about what happened and how you responded. Be sure to describe each event and the date when it occurred (or as close to the dates as you can remember). Providing names of people who know about the harassment, either because you told them or because they witnessed something, is also helpful. If you have kept a log of the harassment, now is the time to use it.

Don't feel confined to the space provided in the complaint form. Use additional sheets if you need them to complete your answers.

What will happen once I make the complaint?

Filing a formal complaint will start an investigation conducted by the appropriate administrative staff. During the investigation, you, the person you said harassed you and others who may have information about the harassment will be interviewed. The investigation will be handled with sensitivity and with the greatest degree of confidentiality practicable. Once your case has been investigated you will receive a report of findings and any sanctions that have been deemed appropriate. The person about whom you complained will also receive a copy of the determination.

Will I have the opportunity to appeal the decision?

You and the person about whom you complained both have the right to appeal the determination. The appeal must be made within 30 days of the date you receive the determination.

If you appeal, your case will be reviewed in its entirety.

Is there any limit on the time for bringing a complaint?

If you are going to file a formal complaint, you should do so within one year of the time when the harassment occurred. If you wait longer, doing a fair and thorough investigation becomes more difficult.

I want to keep this as quiet as possible. Do I have a right to expect that my complaint will be treated confidentially?

All inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need-to-know basis. However, the identity of the complainant is usually revealed to the respondent and witnesses. Steps will be taken to ensure that the complainant is protected from retaliation.

Are there outside agencies that can help me with a sexual harassment claim?

A number of governmental agencies have jurisdiction over charges of sexual harassment in the workplace.

Both the New York State Division of Human Rights (<http://www.dhr.ny.gov/complaint>) and the federal Equal Employment Opportunity Commission (<http://www.eeoc.gov/employees/howtofile.cfm>) investigate charges of sexual harassment.

If I file a complaint, how do I know I will not be treated unfairly?

The Floyd Memorial Library's policy is to protect employees against retaliation from making a complaint in good faith.

A retaliation claim could be an independent claim of harassment and will be investigated regardless of what happens with the original complaint.

Please attach any additional information you may have about the claim and return to the Human Resources Department.

Complete this form to file a claim of discriminatory treatment with the Floyd Memorial Library.

THE FLOYD MEMORIAL LIBRARY is committed to preserving your confidentiality. Any individuals contacted by the investigator(s) will be asked not to disclose the facts or contents of your claim unless disclosure is necessary.

Name: _____

Title: _____

Department: _____

Home Address:

1. I believe that I have been treated in a discriminatory manner based on my:

Race ____

Color ____

Sex (including Sexual Harassment) ____

Age ____

Disability ____

Religion ____

Marital Status ____

National Origin ____

Sexual Orientation ____

Gender Identity or

Domestic Violence

Genetic Status ____

Expressions ____

Status ____

Other (please specify): _____

2. I believe that the act of treatment described below is discriminatory:

3. I believe that the following individual(s) has (have) acted in a discriminatory manner:

4. Date of act or treatment (or indicate if ongoing):

5. Witnesses (include names, work locations and telephone numbers):

I authorize the Floyd Memorial Library to use my name in investigating this claim.

Signature: _____

Date: _____

Please attach any additional information you may have about the claim and return this form or a copy of it to your Direct Supervisor, Manager or Library Director.