



# The Boyertown Community Library

24 North Reading Avenue, Boyertown, Pa 19512  
(610) 369-0496 Fax (610) 369-0542

## Harassment Policy

### Statement of Policy

The Boyertown Community Library is committed to providing an environment for employees, board members, volunteers and patrons that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Such illegal harassment violates federal civil rights laws and may lead to personal liability as the result of such behavior. We actively seek and employ qualified persons in all job classifications and administer all personnel action affecting employees without discrimination on the basis of race, color, religion, sex, national origin, age, handicap or any other basis prohibited under applicable law.

### Definition of Harassment

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a library activity. This includes sexual harassment, which includes sexual advances, requests for sexual favors, and other verbal and physical contact of a sexual nature, which are strictly prohibited.

It should be noted that the incident of alleged harassment need not be reported by the victim. It may be reported by a by-stander and still fall under this definition.

### Reporting of Harassment or Related Retaliation Allegations

Persons who believe they have been targets of harassment or related retaliation should report the incident(s) immediately to their supervisor. Delay in reporting to the supervisor makes it more difficult to investigate the incident fairly and adequately and may contribute to the repetition of offensive behavior. If a conclusion is reached that the behavior is in direct violation of library policy, or the law, the offender shall be subjected to appropriate disciplinary action which may result in disciplinary action up to, and including termination.

Should an alleged offender retaliate against a reporter, or witnessing individual at any time before, during, or after the investigation of an alleged incident, the alleged offender shall be dismissed immediately and barred from the premises.



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In the case of harassment in the form of physical unwanted contact, reporting shall be done as described below; HOWEVER, the investigation shall be performed by the Boyertown Police Department.

## **Harassment of a Non-Managerial Employee, Volunteer, Patrons or Contracted Individual**

Non-Managerial Employees, Volunteers, Patrons, and Contracted Individuals should report alleged incidents of harassment, or retaliation, to the Library Director. The Library Director shall investigate the incident(s) as a priority task and may call upon any assistance required. Once the Library Director has completed an investigation, the Library Director shall provide all information to the Personnel Committee of the Board of Trustees and together they shall determine what, if any, depending on the results of the investigation, actions are required. Regardless of the outcome, the reporting individual(s) shall be provided a summary of the findings.

Incidents involving Managerial Employees should be reported to a member of the Board of Trustees who shall report the incident to the Personnel Committee. In this case, the Personnel Committee shall perform the same functions as described above for the Library Director.

## **Harassment of a Managerial Employee**

Managerial Employees should report alleged incidents of harassment, or retaliation, to the Personnel Committee of the Board of Trustees. The Personnel Committee shall investigate the incident(s) as a priority task and may call upon any assistance required. Once the Personnel Committee has completed an investigation, the Personnel Committee shall determine what, if any, depending on the results of the investigation, actions are required. Regardless of the outcome, the reporting individual(s) shall be provided a summary of the findings.

Incidents involving a member of the Board of Trustees should be reported to a neutral member of the Board of Trustees who shall report the incident to the Personnel Committee or a selected group of Board members, depending on the nature of the incident. In this case, the Personnel Committee, or group, shall perform the same functions as described above.

## **Harassment of a Member of the Board of Trustees**



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Members of the Board of Trustees should report alleged incidents of harassment, or retaliation, to the Personnel Committee of the Board of Trustees. The Personnel Committee shall investigate the incident(s) as a priority task and may call upon any assistance required. Once the Personnel Committee has completed an investigation, the Personnel Committee shall determine what, if any, depending on the results of the investigation, actions are required. Regardless of the outcome, the reporting individual(s) shall be provided a summary of the findings.

Incidents involving a member of the Personnel Committee should be reported to a neutral member of the Board of Trustees who shall report the incident to an individual group of Board members, depending on the nature of the incident. In this case, the Personnel Committee, or group, shall perform the same functions as described above.

## **Actions to be Taken as the Result of an Investigation**

Non-Managerial and Managerial Employees under investigation for physical harassment will be placed on administrative leave with pay until the investigation is completed. If the allegation(s) is not upheld, the Non-Managerial or Managerial Employees will receive their lost pay.

Volunteers, including Members of the Board of Trustees, Patrons and Contracted Individuals under investigation for physical harassment will be temporarily barred from the premises until the investigation be completed. If the allegations are not upheld, the Volunteers, including Members of the Board of Trustees, Patrons and Contracted Individuals shall be sent a letter informing them they are allowed to return and use the library.

## **Allegation Upheld for Non-Physical Harassment**

In most cases where the allegation involved non-physical harassment, the individual(s) against whom the allegation was made will be counseled against further incidents. Should this be a second offense, well-founded against the individual, one of the following actions will be taken:

**Non-Managerial and Managerial Employees:** The individual will be terminated immediately.



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**Volunteer, including Members of the Board of Trustees, or Patron:** The Volunteer, or Patron, will be informed they are no longer welcome in the Library and shall be barred from ever returning to the premises.

**Contracted Individual:** The Contracted Individual will be informed they are no longer welcome in the Library and shall be barred from ever returning to the premises. Further, the Contracted Individual's employer shall be forwarded a written report of the incident.

## **Allegation Upheld for Physical Harassment**

In all cases of physical harassment there will be **NO** second chances.

**Non-Managerial and Managerial Employees:** The individual will be terminated immediately.

**Volunteer, including Members of the Board of Trustees, or Patron:** The Volunteer, or Patron, will be informed they are no longer welcome in the Library and shall be barred from ever returning to the premises.

**Contracted Individual:** Contracted Individual will be informed they are no longer welcome in the Library and shall be barred from ever returning to the premises. Further, the Contracted Individual's employer shall be forwarded a written report of the incident.

**Reviewed and adopted: 10/12/16**

**Reviewed 25 July 2018**