

## Schuylkill Valley Community Library Sexual Harassment Policy

- I. Schuylkill Valley Community Library (SVCL) believes that you should be afforded the opportunity to work in an environment free of sexual harassment.
  - A. Sexual harassment is a form of misconduct that undermines the employment relationship.
  - B. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.
  - C. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness.
  - D. Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.
- II. Definition
  - A. SVCL has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC).
  - B. The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.
    2. Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
    3. Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.
- III. Employer's Responsibility
  - A. SVCL wants you to have a work environment free of sexual harassment by management personnel, by your coworkers, and by others with whom you must interact in the course of your work as a SVCL employee.
  - B. Sexual harassment is specifically prohibited as unlawful and as a violation of SVCL's policy.
  - C. SVCL is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work related sexual harassment.
- IV. Complaint Procedure
  - A. If you experience or witness sexual harassment in the workplace, report it immediately to the library director.
  - B. If the library director is the person who is harassing you, you may approach any member of the board of directors.
  - C. All allegations of sexual harassment will be quickly investigated.
  - D. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.
  - E. When the investigation is completed, you will be informed of the outcome of that investigation.

- V. Retaliation Prohibited
  - A. SVCL will permit no employment based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.
- VI. Written Policy
  - A. You will receive a copy of SVCL's sexual harassment policy during orientation as a new employee.
  - B. The policy is available at any time for further review.
  - C. The current version of the policy is located in the policy binder.
- VII. Penalties
  - A. Sexual harassment will not be tolerated at SVCL.
  - B. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

Revised October 2021