

WERNERSVILLE PUBLIC LIBRARY

Sexual Harassment Policy

- I. Wernersville Public Library believes, in compliance with federal and state law, you should be afforded the opportunity to work in an environment free from sexual harassment.
 - A. Sexual harassment is a form of misconduct that undermines the employment relationship.
 - B. No employee, neither male nor female, should be subjected verbally nor physically to unsolicited and/or unwelcomed sexual overtures and/or conduct.
 - C. Sexual harassment refers to behavior that is not welcome, that is personally offensive, which debilitates morale, and, therefore, interferes with work effectiveness.
 - D. Behavior that amounts to sexual harassment may result in disciplinary action, up to and inclusive of termination.
- II. Definition
 - A. Wernersville Public Library 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/or other verbal and/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 and/or creating an intimidating, hostile, and/or offensive working environment.”
- III. Employer’s Responsibility
 - A. Wernersville Public Library wants you to have a work environment free from sexual harassment by management personnel and trustee membership, by your coworkers, and by others with whom you must interact in the course of your work as a Wernersville Public Library employee.
 - B. Sexual harassment is specifically prohibited as unlawful and as a violation of Wernersville Public Library’s policy.
 - C. Wernersville Public Library 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 Trustees to report the incident.
 - C. All allegations of sexual harassment will be expediently 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 complete, you will be informed of the outcome of the investigation.

V. Retaliation Prohibited

Wernersville Public Library will not permit any employment-based retaliation against anyone who brings to our attention 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 Wernersville Public Library's Sexual Harassment Policy when you begin employment.
- B. If at any time you would like another copy of the Policy, please contact the Library Director.
- C. If Wernersville Public Library should amend or modify its Sexual Harassment Policy, you will receive an individual copy of the amended or modified Policy.

VII. Penalties

- A. Sexual harassment will not be tolerated at Wernersville Public Library.
- 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 inclusive of termination.