

## **ANTI-HARASSMENT POLICY**

Harassment in any form will not be tolerated by the Raquette Lake Free Library (hereinafter referred to as "RLFL"), regardless of its level and whether it constitutes a criminal offense. Incidents of harassment shall immediately be brought to the attention of the Library Director, a Trustee of the Library Board and consequently to the Library Board as a whole. The Library Board will immediately address any incident of harassment at its next board meeting, or during a special meeting, and shall report it to law enforcement for consultation or action.

### **All Unlawful Harassment Prohibited**

The RLFL strictly prohibits and does not tolerate unlawful harassment against its staff, board members, trustees, contractors, interns, volunteers, patrons and visitors (hereinafter referred to as "protected person"), due to their race, religion, creed, national origin, ancestry, or on the basis of sex or gender (including sexual orientation, self-identified or perceived sex, gender expression, gender identity and for being transgender or transsexual), age, physical or mental disability, citizenship, genetic information, past, current or prospective military service, marital status or any other characteristic protected under applicable federal, state or local law.

### **Sexual Harassment**

All RLFL staff, board members, trustees, contractors, interns, volunteers, patrons and visitors are prohibited from harassing any protected person based on their sex and gender (including sexual orientation, self-identified or perceived sex, gender expression, gender identity and for being transgender or transsexual) and regardless of the harasser's sex or gender (including sexual orientation, self-identified or perceived sex, gender expression, gender identity and for being transgender or transsexual).

Sexual harassment means any harassment based on someone's sex or gender (including sexual orientation, self-identified or perceived sex, gender expression, gender identity and for being transgender or transsexual). It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex, gender or sexual orientation as outlined above), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions or any other benefit.

- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with a protected person's performance by creating an intimidating, hostile or offensive work environment.

RLFL will not tolerate any form of sexual harassment or other harassment defined above, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive or derogatory posters, cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual or derogatory gestures).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated. Harassment is prohibited on the premises of the library and at library events, whether in person or virtual.

### **When to Report a Violation**

If you are subjected to any conduct that you believe violates this policy, please inform the Library Director or a Trustee of the Library Board as soon as possible, so that an investigation can be initiated and law enforcement contacted. The Board shall contact law enforcement for consultation or action in any cases involving indicia of criminal behaviour.

### **How to report a violation**

Potential violations may be reported in any form. Anonymous complaints should be submitted in writing. Complaints should be as detailed as possible, including the names of all individuals involved and any witnesses.

### **No Retaliation**

RLFL is committed to enforcing this policy against all forms of harassment. In line with its whistleblower policy, no one will be subject to any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of harassment of any kind, for pursuing a harassment claim or for cooperating in related investigations.

### **Violations of this Policy**

Any employee, regardless of position or title, whom the Director or the Board of Trustees determines has subjected a protected person to harassment or retaliation in violation of this policy, will be subject to discipline, including termination of employment. Moreover, the Board shall immediately report potential criminal actions of an employee to law enforcement.

If the individual who asserted the claim of harassment is found to have falsely accused another individual, then that person will be subject to appropriate sanctions, including termination.

Adopted on