

# **Policy Against Discrimination and Offensive Behavior**

It is the policy of the Arrowhead Library System to maintain a work environment free from discrimination and from offensive or degrading remarks about or conduct related to an employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity. Offensive behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct or retaliation for the making of a complaint. Tampering with the personal effects of other employees is also expressly prohibited.

One specific kind of illegal and offensive behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

Unwelcome sexual advances, requests for sexual favors or 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 an individual's employment, or;
2. Submission to or rejection of such conduct is used as a basis for an employment decision, or;
3. Such conduct has the effect of substantially interfering with an individual's work or performance or creates an intimidating, hostile or offensive working environment.

Offensive behavior in the sexual harassment category may include, but is not limited to:

1. Verbal harassment or abuse including:
  - a. Unwelcome sexual remarks or compliments
  - b. Sexual jokes
  - c. Sexual innuendo or propositions
2. Subtle pressure or requests for sexual activity
3. Unnecessary physical contact
4. Persistent sexually related remarks
5. Display of sexually suggestive objects or picture in the workplace
6. Request or demand for sexual favors accompanied by direct or indirect threats concerning an individual's employment status or direct promises or preferential treatment
7. Physical assault
8. Sexually-suggestive facial expressions
9. Kissing
10. Touching and sexual contact

## **Policy Against Discrimination and Offensive Behavior - Continued**

Offensive behavior by any employee, supervisor, or non-employee is not acceptable. All employees, including the Assistant Director and the Executive Director, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action as legally allowed for each type of employee will be taken against any employee who violates this policy against offensive behavior. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, immediate termination, or cancellation of a contract.

It is the goal of this policy to insure that all complaints of offensive behavior will be promptly, thoroughly and respectfully handled. To attain that goal, all employees are on notice that:

1. The reporting and investigative procedures of the Arrowhead Library System are designed to encourage a timely report of an act of offensive behavior. When necessary, investigations will be initiated within two (2) working days of any actionable report.
2. Complaints, investigations and resolution will be handled as discreetly as possible, with information being shared only with those who have a need to know, and as may be required by law.
3. Retaliation against any person who complains, reports or testifies about offensive behavior, or participates in an investigation of an offensive behavior complaint is not acceptable.
4. A violation of the policies described in paragraphs 1 through 3 above, or any of them, may result in disciplinary action, including immediate termination.

Any person who feels he or she is being subjected to offensive or discriminatory behavior should feel free to object to the behavior and also should report the behavior to the ALS Executive Director or the Assistant Director. If the behavior involves the ALS Director, a report should be made to the President of the ALS Governing Board. Any supervisor who receives an offensive behavior complaint or who has reason to believe offensive behavior is occurring shall report these concerns to the ALS Director. The employee who is accused of offensive behavior shall be notified of any report or complaint prior to any disciplinary action.

*Adopted by the ALS Governing Board January 14, 1999  
Revised version adopted by the ALS Governing Board October 22, 2015*