

XX. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE:

- A. The purpose of this Policy is to clearly establish Whitman County Library's (WCL) commitment to provide a work environment free from harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment. Because of the tremendous importance of a workplace free from any form of harassment, each supervisor or manager shall review this policy annually. Additionally, upon hire, this policy shall be fully discussed with each employee, to ensure that its contents are known by the employee.
- B. All jobs with the WCL are extremely important to the members of our community. It is critical that all employees treat all other employees with dignity and respect. It is the responsibility of each and every employee, supervisor, and manager to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior will not be tolerated. WCL has committed itself to eliminating harassment of any kind. Zero Tolerance is our rule and all employees are expected to conform to this policy of Zero Tolerance.
- C. This Policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.
- D. Policy:
 - 1. Harassment of an applicant, contractor, customer, supervisor, manager, or employee by a supervisor, management employee, or co-worker on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age is explicitly in violation of State and/or Federal law and will not be tolerated by WCL.
 - 2. Employees, supervisors, or managers found to be participating in any form of job based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from WCL.
- E. Responsibilities:
 - 1. Management:
 - i. It is the responsibility of the Director and the Board of Trustees to develop this policy, keep it up to date, and to ensure that any violation of this policy brought to their attention is dealt with fairly, quickly, and impartially. The Director and the Board of Trustees also have the responsibility of setting the proper example.
 - 2. Supervision:
 - i. It is the responsibility of supervision to enforce the policy, to make a review with each new employee to ensure they know the policy, and to regularly check the workplace and environs to ensure the policy is being followed. When a deviation from this policy is noted or reported, supervisors shall bring this information to management immediately. All supervisors also have the responsibility of setting the proper example.
 - 3. Workers:

- i. It is the responsibility of each and every employee to know the policy and to follow the policy. It is imperative that every employee treats every other employee with dignity and respect.

F. Definitions:

1. For purposes of clarification, harassment includes but is not limited to the following behaviors:
2. Verbal Harassment:
 - i. Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories.
3. Physical Harassment:
 - i. Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy, or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities, and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
4. Visual Forms of Harassment:
 - i. Derogatory, prejudicial, stereotypical, or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings, or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. This applies to both posted material or material maintained in or on WCL equipment or personal property in the workplace.
5. Sexual Harassment:
 - i. Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. The First Amendment allows anyone to associate with anyone else they desire. It is natural for people who meet in the workplace to sometimes become romantically or financially involved, and it is not the Department's intent to interfere with any dating or business relationship. Any involvement between employees must be voluntary and desired by both parties. However, many problems have developed in government organizations because of dating and business relationships, and they can interfere with our goal of having a sound professional work environment.

G. Dating Co-Workers

1. With respect to dating, it is not inappropriate for a person to ask out a co-worker.
2. However, if you do not want to go out with another employee, it is imperative that your response to the request is firm and definite. After this firm, definite response has been made; it is inappropriate for the requesting party to make any further attempt to initiate a dating relationship. Repeated requests for a dating relationship constitute Sexual Harassment. It is also inappropriate for any relationship to interfere with normal work operations in any manner. Personnel who desire to become involved with someone in the workplace must be aware of the following guidelines.
 - i. There shall be no dating or business activities on company time or company property.
 - ii. There shall be no use of company property to arrange dating or business activities.
 - iii. All behavior between employees shall be behavior conducive to a sound professional work environment at all times when on company property or on company time. Hand holding, kissing, hugging, sexual comments, and other behavior generally associated with a dating relationship are inappropriate while on company time or company property.
 - iv. Any relationship, whether dating or business, involving personnel at different levels on the chain of command (or where one party has functional supervision over another) shall be reported by the person of higher rank to the Director immediately. Failure to report this relationship is a violation of this policy. The Director shall make recommendations to ensure that this relationship will not detract from a sound professional work environment. Such recommendations may include the transfer of the higher-ranking person to another position.

H. Complaint Procedure:

1. Confrontation:
 - i. If any person feels they are the victims of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one on one confrontation has been demonstrated to be an effective way to end harassing behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.
2. Informal Complaint:
 - i. Any employee, contractor, customer, or job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following:
 - a. A supervisor.
 - b. The director.
 - ii. Any supervisor, who observes inappropriate behavior or receives a harassment complaint, shall notify the Director immediately.

- iii. An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the Library Director.
3. Preliminary Complaint:
 - i. Any employee, customer, contractor, or applicant who alleges to be a victim of discriminatory workplace harassment should, within thirty (30) calendar days of the alleged incident:
 - a. Contact his/her supervisory OR
 - b. Contact the director
 - ii. This preliminary complaint can be verbal or written.
 - iii. Time Extension:
 - a. The supervisor or the Director may extend the time requirements set forth in this procedure when he/she determines it is in the best interests of fairness and justice to the parties involved.
 - iv. Review of Preliminary Complaint:
 - a. Upon notification of a harassment complaint, the supervisor and/or the Director shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the supervisor and/or the Director may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.
 4. Formal Complaint:
 - i. If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. A written statement of charges shall be completed, signed, and given to the Director within five (5) days of failed resolution.
 - ii. Upon receipt of the formal written complaint, the Director will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the statement of charges, and will be provided an opportunity to respond. The response shall be in writing, addressed to the Director, and received by the Director within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.
 - iii. Upon receipt of the response, the Director may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s), and any other persons determined to possibly have relevant knowledge concerning the complaint. This may include victims of similar conduct.
 - iv. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal,

physical, visual, or sexual conduct and the context in which the alleged incident(s) occurred.

- v. The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant, the alleged harasser(s), and the supervisor within twenty (20) calendar days from the receipt of the response.

I. Disciplinary Action:

1. If harassment is determined to have occurred, the Director shall take and/or recommend to the Board of Trustees prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

J. Retaliation:

1. Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information, or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including removal. The Director will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

K. Confidentiality:

1. Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

L. False Complaints:

1. Any Complaint made by an employee of WCL regarding Job Based Harassment which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from employment. This section is not intended to discourage employees from making complaints regarding Job Based Harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

M. Limitations:

1. The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, or age. All other complaints shall be handled through the Employee Grievance Procedure as established by the Employee Policy Manual.

N. Distribution:

1. This policy shall be available to all employees, supervisors, managers, and Trustees of Whitman County Library. Any questions, concerns or comments related to this policy should be directed to the Director.