

Harassment Policies

General Anti-Harassment Policy

The Library will not tolerate harassment in the work place, including harassment motivated by actual or perceived sex, race, creed color, religion, national origin, ancestry, age, nationality, marital or political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by law. While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal or physical conduct. Library trustees, Library employees, and outside contractors alike must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations of this policy will result in disciplinary action up to and including discharge or, in the event non-employees are found to be at fault, other appropriate action. Employees who feel they have been subject to harassment or a witness to harassment must report the harassment to their supervisor, or, if they prefer, to the Department Head, Library Director, or Library Board.

Harassment of any employees, in connection with their work, by non-employees or non-volunteers may be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to the supervisor. Appropriate action will be taken against any non-employee.

Notification by an employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Library generally. The Library cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring such problems to the attention of the appropriate officials, so that steps can be taken to correct them.

Violation of this harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

Anti-Sexual Harassment

It is the Library's policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, or business invitee. The Library prohibits sexual harassment from occurring in the workplace or at any other location at which Library sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Examples of sexual harassment include, but are not limited to the following:

1. Making unwelcome sexual advances or requests for sexual favors as a condition of employment;
2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee;
3. Creating an intimidating, hostile, or offensive working environment by such conduct;
4. Making unwelcome, offensive remarks or engaging in physical contact with a subordinate or fellow employee that would not have been made but for the employee's sex, or which is

sexually oriented to the extent that it would not occur but for the fact of the employee's gender;
or

5. Harassment based solely on gender, which creates a hostile and offensive work environment.
6. Sexual harassment may take different forms. One specific form is a demand for sexual favors. Other forms of harassment include, but are not limited to:
7. Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats;
8. Suggestive objects or pictures, graphic commentaries, e-mails, suggestive or insulting sounds, leering, whistling, obscene gestures;
9. Unwanted physical contact, including touching, pinching, brushing the body, pushing; or
10. Non-sexual conduct, such as intimidation and hostility based solely upon gender.
11. Employees who feel they have been subject to sexual harassment or have witnessed sexual harassment must report the harassment to their supervisor, or, if they prefer, to the Department Head, Library Director, or Library Board.

Harassment of Library employees, in connection with their work, by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken against any non-employee.

Notification by an employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Library generally. The Library cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring such problems to the attention of management, so that the necessary steps can be taken to correct them.

Violation of this sexual harassment policy will subject employees to disciplinary action, up and including immediate discharge.

Adapted and approved from the Township of Cranford Personnel Policy Guidelines by the Cranford Public Library Board of Trustees on October 26, 2017.