

Sexual Harassment Prevention Policy for Elizabeth B Pert Library Hector, NY

Introduction

Elizabeth B Pert Library is committed to maintaining a safe, respectful, and productive work environment for all employees, patrons, and visitors. Sexual harassment in any form is unacceptable and will not be tolerated. This policy outlines the library's commitment to preventing sexual harassment, the procedures for reporting harassment, and the training requirements to promote awareness and prevention. The library complies with all applicable state and federal laws, including New York State's requirements for annual sexual harassment prevention training.

1. Policy Statement

- Sexual harassment is defined as any unwelcome verbal, visual, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.
 - Sexual harassment can involve behavior that occurs in the workplace, during work-related activities, or in any setting where employees are representing the library.
 - This policy applies to all employees, including full-time, part-time, temporary staff, as well as volunteers, contractors, and vendors who interact with the library's employees and patrons.
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2. Prohibited Conduct

- **Sexual harassment includes, but is not limited to:**
 - Unwelcome sexual advances or requests for sexual favors.
 - Verbal conduct such as sexually suggestive comments, jokes, or inappropriate remarks about someone's body or appearance.
 - Non-verbal conduct such as displaying sexually explicit materials, gestures, or images.
 - Physical conduct such as unwelcome touching, groping, or inappropriate physical contact.
 - Derogatory comments or threats based on gender, sexual orientation, or gender identity.
 - Any other behavior that creates an intimidating, hostile, or offensive environment.
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3. Reporting and Complaint Procedure

- **How to Report Sexual Harassment:**

- Any employee who experiences or witnesses sexual harassment is encouraged to report it promptly. Reports can be made to:
 - The Library Director or designated supervisor.
 - The President of the Board of Directors.
 - Reports should be made in writing or verbally, and can be submitted anonymously if the complainant prefers.
 - Employees will not be retaliated against for reporting harassment or participating in an investigation.
 - **Investigation Process:**
 - The library will take all reports of sexual harassment seriously and investigate them promptly.
 - All complaints will be handled confidentially to the extent possible, while still ensuring a thorough investigation.
 - The library will take corrective action when necessary, which may include disciplinary measures up to and including termination, depending on the severity of the harassment.
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4. Retaliation Prohibition

- Retaliation against any individual for reporting sexual harassment, participating in an investigation, or opposing harassment in the workplace is strictly prohibited.
 - Any employee who believes they are experiencing retaliation should report it immediately.
 - Retaliatory actions will result in disciplinary action.
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5. Training Requirements

In accordance with New York State law, all employees of Elizabeth B Pert Library will be required to undergo annual sexual harassment prevention training. This includes:

- **Training Program Content:**
 - The training will include an explanation of what constitutes sexual harassment, including examples of prohibited conduct.
 - The training will cover the consequences of engaging in sexual harassment, as well as the consequences for retaliation.
 - The training will review the library's sexual harassment prevention policy and procedures for reporting complaints.
 - The training will provide information on how to create a respectful and inclusive workplace.
 - Employees will be informed about their rights under New York State law and how to file complaints with the appropriate state or federal agencies.
- **Annual Training Requirement:**

- All employees, including new hires, will complete sexual harassment prevention training within 30 days of their employment start date and will receive refresher training on an annual basis thereafter.
 - The training will be conducted online and verified through a training assessment quiz to ensure the training is completed.
 - All documentation of the completion of training will be kept on file by the library.
 - [NYS Sexual Harassment Prevention Training](#)
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6. Confidentiality

- The library will make every effort to maintain the confidentiality of all parties involved in a sexual harassment complaint, both during the investigation and after a resolution is reached.
 - However, confidentiality cannot be guaranteed in all circumstances, particularly when an investigation requires the disclosure of certain information.
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7. Consequences of Violating the Policy

- Violations of this policy will result in disciplinary action, up to and including termination, depending on the severity of the conduct.
 - Disciplinary action will be based on the nature of the harassment, the impact on the victim, and any prior incidents of misconduct.
 - The library will ensure that all actions taken are consistent with the principles of fairness, equity, and respect for all individuals involved.
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8. Responsibility of All Employees

- All employees have a responsibility to help prevent sexual harassment by:
 - Acting in a professional and respectful manner towards coworkers and patrons.
 - Encouraging and supporting a work environment that is free of harassment.
 - Reporting any witnessed harassment or inappropriate behavior.
 - Participating in sexual harassment prevention training and encouraging others to do the same.
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9. Acknowledgment of Policy

- All employees will receive a copy of this Sexual Harassment Prevention Policy during their orientation and will be required to acknowledge that they have read and understood the policy.
 - The acknowledgment will be kept on file by the library.
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10. Periodic Review and Updates

- This policy will be reviewed annually to ensure compliance with New York State law and any applicable changes in the legal or regulatory environment.
 - Updates or revisions to this policy will be communicated to all employees, and updated training will be provided as necessary.
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Conclusion

Elizabeth B Pert Library is committed to maintaining a workplace where everyone is treated with dignity and respect. Sexual harassment is not only illegal but also undermines the work environment and the library's core mission. Through this policy, annual training, and clear reporting procedures, we aim to prevent sexual harassment, promote a safe and inclusive workplace, and ensure compliance with New York State's legal requirements.