

# Claverack Free Library

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## Sexual Harassment Policy

Adopted: October 2018

The Claverack Free Library (Library) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination (see NYS Department of Human Rights web site for definition and additional information). The Library has a zero-tolerance policy for any form of sexual harassment, and all Library employees (employees) and Library volunteers (volunteers) are required to work in a manner that prevents sexual harassment in the workplace. This policy is one component of the Library's commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Library Director (Director) or with a government agency or in court under federal, state or local antidiscrimination laws.

## **POLICY**

1. The Library's Sexual Harassment policy applies to and protects all employees, applicants for employment, interns, whether paid or unpaid, volunteers, Library patrons, contractors, and persons conducting business with the Library.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Library has a zero-tolerance policy for such retaliation against anyone who in good faith complains or provides information about suspected sexual harassment. Any employee of the Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee<sup>1</sup> working in the Library who believes he has been subject to such retaliation should inform the Director.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the Library to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, including the Director, who engage in sexual harassment or who knowingly allow such behavior to continue, shall be penalized for such misconduct.

<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.