



## The Middleburgh Library

at Dr. Best House and Medical Exhibit

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Middleburgh, NY 12122

(518) 827-5142

[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

### Middleburgh Library Policy – Harassment

***The Middleburgh Library is committed to maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere which is free of discriminatory practices including harassment. Employees, Trustees, patrons, vendors, volunteers or visitors to the library are subject to this policy.***

#### **Sexual Harassment:**

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No person should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome and which is personally offensive, interfering with job effectiveness and creating uneasiness and a hostile environment.

Such conduct is specifically prohibited. This includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures, or any offensive or unwanted physical contact.

No individual should imply to an employee that lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development or any other condition of employment.

#### **Other Forms of Harassment:**

Harassment also includes any physical or verbal conduct demonstrating hostility toward a person because of his or her age, sex, sexual orientation, race, color, religion, national origin, disability or other "legally protected status" that creates or has the potential to create an intimidating, hostile or offensive environment. Examples include disparaging statements about a person's heritage, race, religion, color, etc. This includes jokes, gestures and epithets that have negative connotations.

Any employee who believes that he or she has been subjected to any form of harassment or intimidation on the job is strongly encouraged to bring this to the attention of the Library Director or the Board President. The Middleburgh Library encourages reporting of all perceived incidents of discrimination or harassment and all reports will be investigated. The Library prohibits retaliation against any individual who reports an incident

or participates in an investigation of a report.

**Procedure:**

Any such actions will bring prompt and certain disciplinary action, including possible termination.

*Adopted July 14<sup>th</sup>, 2014*