

Harassment

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The Mason County Public Library's policy is to provide a work environment free from harassment. The Library does not tolerate harassment based on race, color, religion, sex, age, national origin, ancestry, sexual orientation, disability, or any other characteristic protected by law.

All employees are responsible for assuring that the workplace is free from harassment. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other actions of a verbal or physical nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment

Sexual harassment can be more broadly defined as making comments about appearance or suggesting sexual behavior in any way through any means including emails. Any behavior that an employee or patron perceives as harassing may be cause for investigation and possible termination of the offending staff member(s).

Complaint procedure

Any questions or complaints regarding workplace harassment must be reported to the employee's supervisor. The supervisor will advise the Director. All complaints will be thoroughly investigated and, where appropriate, disciplinary

action will be taken. If the employee does not feel that they can discuss the matter with their supervisor, they may contact the Director (or any other manager/supervisor they feel comfortable with) directly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and corrective action. The employee will not be penalized in any way for truthfully reporting improper conduct.

It should never be assumed that the Library is aware of a harassment problem. Every employee has the responsibility to bring complaints or concerns to the Library's attention so that a resolution can be reached.

Supervisory responsibility

Supervisors and managers at the Library are held to a higher standard where harassment is concerned. A supervisor who suspects that any employee is creating a hostile work environment for another employee(s) is required to report such behavior immediately. A supervisor found to be participating in such behavior will be disciplined, up to and including termination. A supervisor knowledgeable of such behavior who fails to report the behavior will be disciplined, up to and including termination.

All employees are expected, however, to report any harassment or suspicion of harassment immediately.