



Clinton-Essex-Franklin Library System *Discrimination Policy Statement*

*Approved by the Board of Trustees
December 15, 1997*

Applies to: Union Employees, Management Confidential Employees, Board of Trustees and Volunteers

The Clinton-Essex-Franklin County Library System is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, C-E-F will not tolerate harassment of its employees by anyone, including any manager, a supervisor, co-worker, vendor, or visitor of the library system. A copy of this policy will be distributed to all employees and posted in appropriate places.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental handicap/disability, medical condition, marital status, veteran status, citizenship status, or other characteristic protected by Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations. C-E-F will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with a person's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding", or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All C-E-F employees are responsible to help assure that harassment is avoided. If you feel that you have experience, witnessed, or have information regarding possible harassment, you should notify your supervisor or the Director immediately. C-E-F prohibits retaliation against anyone, who, in good faith, reports possible harassment, makes a harassment complaint, cooperates in a harassment complaint investigation or any related proceeding.

C-E-F will investigate all harassment complaints promptly and thoroughly. The Director will develop and implement specific procedures for reporting, investigating and acting upon allegations of discrimination, including harassment, consistent with applicable law. To the fullest extent practicable, C-E-F will keep complaints and the terms of resolution confidential. If an investigation confirms that harassment has occurred, the Director will take corrective action, including, but not limited to, appropriate disciplinary action. Disciplinary action may include disciplinary proceedings and/or termination consistent with applicable law and/or contractual obligations.