

Sexual Harassment Policy

Policy Statement

The Thornton and East Hazel Crest Public Library is committed to providing a working environment free from discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment. Thornton and East Hazel Crest Library will implement the policy to fully comply with applicable federal, state, and local laws, rules and regulations in the area of non-discrimination and harassment of employment.

Regulations

1. Sexual Harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job.
2. Conduct constitutes harassment when:
 - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
 - c. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
3. Harassment due to race, religion, sex, sexual harassment, national origin, disability, age, military or veteran status will not be tolerated in the library's workplace. Such conduct is subject to discipline, up to and including termination.
4. Any employee who believes he or she is a victim of sexual harassment must immediately report any incident to their supervisor or the Library Board of Directors.
5. The Thornton and East Hazel Crest Library will not tolerate retaliation against any employee who claims of sexual harassment or provides information in connection with any such complaint.
6. The Thornton and East Hazel Crest Library also will not tolerate any false claims of sexual harassment.
7. The Thornton and East Hazel Crest Public Library is an equal opportunity employer.