

## **Sexual Harassment Policy**

Isabelle Hunt Memorial Public Library  
P.O. Box 229 • Pine, Arizona 85544  
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<http://pinelibrary.inpayson.com>

All individuals associated with this library, including, but not necessarily limited to, the Board of Trustees, the staff, and the volunteers are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

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

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable duties or shifts, etc, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Library Manager.

A substantiated charge against a staff member in the library shall subject such staff member to disciplinary action.

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A substantiated charge against a volunteer in the library shall subject that volunteer from continuing to volunteer at the library.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

### **Compliance Officer**

The Library Manager shall be the compliance officer. Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the library or who know of such discrimination against another person should file a complaint with the Library Manager. If the Library Manager is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board of Trustees.

### **Compliance Procedure**

The library is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Library Manager shall investigate and document complaints filed pursuant to this policy as soon as reasonable. In investigating the complaint, the Library Manager will maintain confidentiality to the extent reasonably possible. The Library Manager shall also investigate incidents of policy violation that are raised by the Board of Trustees, even though no complaint has been made.

If after the initial investigation the Library Manager has reason to believe that a violation of policy has occurred, the Library Manager shall bring the matter before the Board of Trustees.

If the Library Manager's investigation reveals no reasonable cause to believe policy has been violated, the Library Manager shall so inform the complaining party in writing. A copy will also be forwarded to the Board of Trustees.

Board Approved October 18, 2007

**Sexual Harassment  
Complaint Form**  
(To be filed with the Library Manager)

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, program or activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident and any attempts you have made to solve the problem. Be sure to note relevant dates, times and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of the action against which you are complaining: \_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es) and telephone number(s).

| Name | Address | Phone Number |
|------|---------|--------------|
|------|---------|--------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Sexual Harassment  
Complaint Form

**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

The Library Manager shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

Board Approved October 18, 2007