
LIVINGSTON PARISH LIBRARY POLICY MANUAL

Subject: **Harassment Policy**
Code: **5-568**
Section: **Personnel Policies and Procedures**

Harassment Policy

The Library emphasizes to all employees that sexual harassment is prohibited behavior. Depending on the circumstances, verified violations of this policy will result in corrective action up to and including discharge.

SEXUAL HARASSMENT:

Sexual harassment includes unsolicited, unwelcome sexual advances, requests for sexual favors, gender-based harassment or conduct, and/or other verbal or physical conduct of a sexual or gender-based nature when:

- (1) submission to such advances, requests or conduct is explicitly or implicitly made a condition of employment;
- (2) submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions; or
- (3) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.

This includes unsolicited verbal statements, vulgar or obscene photographs, drawings, jokes, texts, email messages, or comments, gestures, or physical contact of a sexual or gender-based nature which is unwelcome. Any supervisor or other employee who uses implicit or explicit coercive sexual behavior to control, influence or affect the career, salary, job or working environment of an employee is engaging in sexual harassment.

OTHER HARASSMENT:

This policy applies equally to harassment, which violates the Library's Equal Employment Opportunity Policy. This includes harassment based on an employee's race, color, religion, national origin, disability, or other class protected by law.

The library considers discriminatory harassment to be a form of employee misconduct and considers this type of misconduct to be a serious offense which will not be tolerated. Allegations of discriminatory harassment will be investigated thoroughly and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with state and federal law.

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An employee who feels this policy is being violated has the right and the responsibility to report the situation so the Library can address the issue.

The Library provides these methods for reporting:

If you reasonably believe that anyone's attentions, actions or statements violate this policy or such activity makes your working situation uncomfortable, advise your branch manager, HR, Assistant Director or the Library Director. The recipient of the complaint shall report the matter for appropriate inquiry.

All managerial and supervisory personnel shall be responsible for enforcing this policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminatory harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for immediately forwarding such complaints to the HR.

The Library will address all complaints. This may involve an investigation including interviews with the complaining employee, any witnesses, and the individual or individuals accused of violating this policy. Every effort will be made to keep the complaint confidential and only those with a need to know will be informed about the complaint. The individuals involved in the complaint will be notified of the results of the investigation or the complaint's resolution.

If a violation of this policy is determined to have occurred, the Library will take steps to promptly correct the situation. Violations of this policy may result in corrective or disciplinary action up to and including discharge. No employee will be subjected to discrimination or retaliation for making a complaint or reporting a possible violation of this policy.

References: Title VII of the Civil Rights Act of 1964, 42 USC Sec. 2000e, 29 CFR 1604.11; La. R.S. 42:342, et seq.