

The Lewes Public Library, Inc.
Adopted by Lewes Public Library Board of Trustees
December 12, 2006

Anti-Sexual Harassment Policy

A. Policy

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Each employee of the Lewes Public Library, regardless of sex, is entitled to a working environment which is free from intimidation and sexual harassment. The Library shall not tolerate any form of sexual harassment by or of any employee of either sex.

B. Prohibited Practices

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that debilitates morale and that, therefore, interferes with the work effectiveness of its victims and their co-workers. The following practices are prohibited:

1. making an unwelcome sexual advance, a request for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of employment for any applicant or employee.
2. making the submission to or the rejection of such conduct the basis for an employment decision affecting an applicant or employee; or
3. creating an intimidating, hostile or offensive working environment by such conduct.

Sexual harassment may also be manifest in different ways. One of these is the demand for sexual favors. Other forms of sexual harassment, which are also prohibited by this policy include and are limited to:

- a) Verbal
 - Sexual innuendos
 - Suggestive comments
 - Jokes of a sexual nature
 - Sexual propositions

- Threats
- b) Non-Verbal
- Sexually suggestive objects or pictures
 - Graphic comments
 - Suggestive or insulting sounds
 - Leering
 - Whistling
 - Obscene gestures
- c) Physical
- Unwanted physical contact such as touching, pinching, or brushing the body
 - Coerced sexual intercourse
 - Assault

Sexual harassment may be overt or subtle. Some behavior which may be appropriate in a social setting may not be appropriate or permitted in the work place. Regardless of the form it takes – verbal or physical – sexual harassment can be insulting and demeaning to the recipient and will not be tolerated. Each employee will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

C. Grievance Procedure

1. Written Report

- a) Each employee who believes that he or she is or has been the subject of sexual harassment shall submit a written report of the alleged act immediately to his or her supervisor (and to the Executive Director if any action or investigation is to be undertaken). If the complaint involves the supervisor, the written report shall be submitted to the Executive Director. If the complaint involves the Executive Director, then the written report shall be filed with the Board of Commissioners.
- b) The person receiving the written report shall meet and discuss the complaint with the complainant and then reply to the complainant in writing within three (3) work-

ing days. Any complaint, which does not involve the Executive Director, and answer, shall be reported to the Executive Director within the same three (3) working days.

- c) In the event the immediate supervisor's decision is not satisfactory to the employee, the employee may, within five (5) working days of receiving the supervisor's written reply, present the complaint in writing to the Executive Director. The Executive Director shall confer with the employee and the supervisor about the complaint within five (5) working days after the complaint is presented and shall present his/her decision to the employee within ten (10) working days after the conference is held. The Executive Director's decision shall be final, unless an appeal is filed with the Board of Commissioners within ten (10) days. If the complaint was against the Executive Director, the decision by the Board of Commissioners shall be final. A hearing shall be scheduled within a reasonable period of time from the alleged incident. The time frames in this section may be extended for reasonable cause or by mutual consent.

D. Disciplinary Action

Each employee who violates this policy may be subject to appropriate disciplinary action up to and including termination of employment. Any employee who is found to have submitted a false report of sexual harassment or refuses to participate in an investigation of a sexual harassment complaint may be subject to discipline up to and including termination.

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