



The Lewes Public Library, Inc.

Anti-Discrimination Policy

A. Policy

The Lewes Public Library (“LPL”) is committed to maintaining a work environment free of discrimination, harassment, sexual harassment and retaliation for filing a complaint under this policy. Under this policy, forms of employment discrimination and harassment based on race, color, national origin, ancestry, religion, creed, sex-including pregnancy, sexual orientation, marital status, gender identity, age, genetic information, veteran status, disability unrelated to job requirements, military service, or other protected categories is prohibited. This policy applies to conduct that occurs in the workplace and conduct that occurs at any location which can reasonably be regarded as an extension of the workplace. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy whether or not discrimination, racial/ethnic harassment or sexual harassment occurred. Persons who violate this policy are subject to disciplinary action, up to and including dismissal from employment. Employees should report complaints to the office of the Director or Board of Commissioners and such complaints will remain confidential to protect the privacy of all parties involved and to prevent or eliminate further discrimination, harassment or retaliation.

B. Definitions

1. Discrimination: It is a violation of this policy to engage in any employment practice or procedure that treats an individual unfavorably based upon any of the aforementioned protected categories. It is also a violation of this policy to maintain seemingly neutral policies, practices or requirements that have a negative effect on employment without a legitimate, nondiscriminatory reason for treatment. This policy pertains to all employment practices such as recruitment, hiring, training, promotion, assignments, layoffs, return from layoffs, discipline, compensation, career development, fringe benefits and termination.
2. Harassment: For the purposes of this policy, harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome conduct that is based on race, color, religion, sex - including pregnancy, national origin, age, disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of prohibited conduct include, but are not limited to:

- Telling offensive jokes;



- Using derogatory references, slurs or epithets;
- Displaying offensive objects or pictures; or
- Engaging in threatening, intimidating or hostile acts.

3. Sexual Harassment: It is a violation of this policy to engage in sexual harassment of any kind, including hostile work environment harassment or quid pro quo harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when any of the following occurs:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited include, but are not limited to:

- Making generalized gender-based remarks or comments;
- Unwanted physical contact such as intentional touching, grabbing, pinching or brushing against another's body;
- Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions;
- Visual contact such as leering or staring at another's body; or
- Explicit or implicit suggestions of sex by a supervisor in return for a favorable employment action such as hiring, compensation, promotion or retention.

4. Retaliation: Retaliation against any employee who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation or opposes a discriminatory practice is prohibited by this policy. No employee bringing a complaint, providing information for an investigation or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

Examples of prohibited conduct include, but are not limited to:

- Failure to promote an employee;
- Termination of an employee;
- Altering an employee's work assignment for reasons other than legitimate business reasons; or



- Imposing or threatening to impose disciplinary action on an employee for reasons other than legitimate business reasons

C. Complaint Procedure

Any employee, applicant for employment, volunteer or intern who experiences conduct that the person believes constitutes discrimination or harassment should:

1. Report the complaint to the Director. However, if the Director's conduct is the reason for the complaint, then the conduct should be reported to the Board of Commissioners;
2. Upon receipt of the complaint, a prompt, thorough and impartial investigation shall be conducted. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others;
3. Upon completion of the investigation, the Director will determine whether a violation of the policy has been substantiated. In the event the Director's decision is not satisfactory to the complainant, she or he can file an appeal with the Board of Commissioners within ten (10) days of receipt of the decision. If the complaint was against the Director, the matter will be investigated by the Board of Commissioners and its decision shall be final. The time frames in this section may be extended for reasonable cause or by mutual consent; and
4. Where a violation of this policy is found to have occurred, the LPL shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. The remedial action taken may include counseling, training, mediation, and/or initiation of disciplinary action up to and including termination of employment.

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Adopted by the Lewes Public Library Board of Commissioners

December 12, 2006.

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