

## Prohibition of Harassment

## Policy 3.6

We prohibit harassment of one staff member by another staff member, supervisor or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform service-member status or any other protected class under federal, state, or local law. Harassment of third parties by our staff members is also prohibited. In New York, the following are a protected class: age [18 and over], race, creed, color, national origin, sexual orientation, sex, disability (including use of a guide dog, hearing dog, or service dog), predisposing genetic characteristics, military status, marital status, victims of domestic violence or stalking, and for displaying the American flag on the staff member's person or work station, as long as the display does not substantially and materially interfere with the staff member's job duties, and legal use of consumable products or legal recreational activities off company premises during nonworking hours.

The purpose of this policy is not to regulate the personal morality of staff members. It is to ensure that in the workplace, no staff member is harassed or harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any staff member who believes they have been harassed or who witnesses harassment should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Library Director at (845) 229-7791 ext.5/ [director@hydeparklibrary.org](mailto:director@hydeparklibrary.org) or the personnel committee of the library board. The board president serves on the personnel committee and can act as a receiver of information for the committee. A staff member may also initiate a harassment complaint by sending mail to the library, addressed to the personnel committee: Personnel Committee, 2 Main Street, Hyde Park, NY 12538. A member of the personnel committee will then contact you to learn what your complaint is.

If a staff member makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The library will investigate all such reports as confidentially as possible. Adverse action will not be taken against a staff member because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

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