

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Unlawful Harassment

**POLICY NUMBER:** 3210

**3210.1** Dixon Public Library District is committed to providing a work environment that is free of unlawful harassment.

**3210.1.1** The Library District prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

**3210.1.2** It is intended that any change or modification to existing law will become part of Dixon Public Library District's policy.

**3210.2** In keeping with its anti-harassment principle, Dixon Public Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm and sexual harassment.

**3210.3** Dixon Public Library District's anti-harassment policy applies to all persons involved in the operation of Dixon Public Library District, including Governing Board of Library Trustees members, Library Commission members and consultants working on Dixon Public Library District -related projects, and prohibits unlawful harassment by any employee of Dixon Public Library District.

**3210.4** Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:

**3210.4.1** Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that make another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.

**3210.4.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.

**3210.4.3** Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.

**3210.4.4** Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

**3210.4.5** Retaliation for having reported or threatened to report harassment.

**3210.5** An employee who believes that she/he has been unlawfully harassed shall provide a written complaint to the District Librarian as soon as possible after the incident.

**3210.5.1** The employee's complaint shall include details of the incident or incidents, names of individuals involved and names of any witnesses.

**3210.5.2** The District Librarian shall immediately undertake an effective, thorough and objective investigation of the harassment allegations. Confidentiality will be maintained to the fullest extent possible under the circumstances.

**3210.5.3** In the event an employee alleges harassment by the District Librarian, the employee shall file her/his complaint with the Library Commission, and the Library Commission shall appoint an independent investigator.

**3210.6** Effective remedial action will be taken in accordance with the circumstances involved if Dixon Public Library District determines that unlawful harassment has occurred,

**3210.6.1** Any employee determined by the Library District to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.

**3210.6.2** The Library District will take appropriate action to remedy any loss to the employee resulting from harassment.

**3210.6.3** The Library District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

**3210.6.4** Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

**3210.7** Dixon Public Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

**3210.7.1** The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the

employee may file a complaint with the appropriate agency.

Adopted 02/27/2006