

Camden County Library District Policy Manual

Section 1. Employees

Section 31. Sexual Harassment Policy

The Camden County Library District is committed to creating and maintaining a working environment free of all forms of discrimination, including sexual harassment. Sexual harassment in the workplace is unlawful. The Camden County Library District strongly disapproves of any offensive or inappropriate conduct by any person that harasses, disrupts, or interferes with an employee's or volunteer's work performance or which creates an intimidating, offensive, or hostile work environment. This policy applies to all employees and volunteers of the Camden County Library District as well as to suppliers, contractors, visitors, applicants, and library patrons.

As defined by Federal law, "sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature. Sexual harassment occurs when: 1) submission to such advances, requests, or conduct is made either implicitly or explicitly a term or condition of an individual's employment; submission to or rejection of such advances, requests or conduct by an individual is used as the basis for employment decisions affecting the individual; or 3) such advances, requests or conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes unsolicited and unwelcome contact or behavior of a sexual or gender-specific nature. Some examples of sexual harassment include unwelcome sexual flirtation, touching another employee or volunteer in an offensive manner, and implicit or explicit requests for sexual acts or favors. Sexual harassment also includes continuing to express sexual or social interest in another employee or volunteer after being told that the interest is unwelcome. In addition, graphic or suggestive comments about an individual's dress or body, leering, verbal comments of a sexual nature, sexually degrading words to describe an individual, the display of sexually suggestive objects or pictures in any media format, including images on a video monitor, suggestive or insulting noises, obscene gestures, and sexual innuendos or jokes of a sexual or gender-specific nature may constitute sexual harassment and must be avoided.

In order to prevent sexual harassment and to protect our employees and volunteers, the Camden County Library District has established the following procedure for dealing with any allegation or complaints regarding conduct which an employee or volunteer believes may constitute sexual harassment:

1. An employee or volunteer who believes that he or she has been sexually harassed must follow the procedures in the Policy on Complaint of Employment Discrimination.

2. Every report of sexual harassment will be investigated promptly and thoroughly. All investigations will be handled as confidentially as possible as defined in the Policy on Complaint of Employment Discrimination.
3. An employee or volunteer who is found to have engaged in sexual harassment will be subject to appropriate disciplinary action, up to and including immediate termination of employment or dismissal from service.

An employee or volunteer reporting a claim of sexual harassment or who assists in an investigation of a sexual harassment complaint will be protected against retaliation and will not be discriminated against or disciplined as a result. Complaints of retaliation will be promptly investigated. Anyone found to have retaliated will be subject to appropriate disciplinary action, which may include immediate termination of employment or dismissal from service.

However, if after investigating any complaint of harassment or unlawful discrimination, it is determined that the complaint is not bona-fide or that an employee has provided false information regarding the complaint, disciplinary action up to and including termination may be taken against the individual who filed the complaint or who gave the false information.