

Camden County Library District Policy Manual

Section 1. Employees

Subsection 32. Harassment Policy

The Camden County Library District is committed to maintaining a productive work environment that is free of discrimination, including harassment. In keeping with our commitment, we will not tolerate harassment of Camden County Library District employees and volunteers by anyone, including board members, directors, supervisors, co-workers, suppliers, contractors, visitors, applicants, or other public contacts. As a public service organization, the Camden County Library District holds its employees and volunteers accountable to the same standard of “no tolerance” for discrimination, including harassment, when interacting with the public, including suppliers, contractors, visitors, applicants, and library patrons.

Harassment consists of objectionable or unwelcome conduct, whether verbal, physical or visual, that is based upon a protected characteristic, such as race, color, religion, sex, age, pregnancy, national origin or ancestry, sexual orientation, physical or mental disability, status as a disabled veteran or a veteran of the Vietnam era. Some examples of harassment are verbal harassment such as derogatory comments, slurs, jokes, abusive language or negative stereotyping, physical intimidation or threats, and derogatory posters, calendars, cartoons, drawings, and pictures in any media format, including images on a video monitor.

Every employee and volunteer is responsible to ensure that harassment does not occur. If an employee or volunteer believes that a violation of this principle has occurred, he/she must report the suspected violation to the immediate supervisor or to the Library Director. Camden County Library District will investigate all harassment complaints promptly. All investigations will be handled as confidentially as possible. Employees and volunteers will not be retaliated against as a result of reporting a suspected violation of this policy.

An employee or volunteer who is found to have engaged in harassment will be subject to appropriate disciplinary action, up to and including immediate termination of employment or dismissal from service.

To report a harassment claim, employees should follow the steps in the Policy on Complaint of Employment Discrimination. If the harassment is caused by a patron, follow the steps in the Patron Behavior Policy.