

Jasper County Public Library Equal Employment Opportunity/Anti-Harassment Policy

Equal Employment Opportunity

Jasper County Public Library, as required by law, makes equal employment opportunities available to all persons without regard to race, sex, age, color, religion, national origin, disability, citizenship status, military status, or any other legally-protected category. This policy applies to applicants and employees and to all aspects of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate discrimination on the basis of an employee's sexual orientation.

Reasonable Accommodation

Jasper County Public Library (JCPL) will take appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. JCPL also will take appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with JCPL's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to the Business Manager, and someone will contact you to discuss your request.

Anti-Harassment

Jasper County Public Library (JCPL) is further committed to providing a workplace free of inappropriate treatment of any employee because of the employee's race, color, sex, religion, age, national origin, ancestry, disability or any other legally-protected category. To be unlawful, conduct must be so severe and pervasive that it unreasonably interferes with an employee's ability to work. JCPL does not, however, condone or tolerate any inappropriate conduct based on an employee's race, color, sex, age, religion, national origin, ancestry or disability, or any other legally-

protected category. Further, irrespective of whether sexual orientation is a legally-protected status, the Library does not tolerate harassment on the basis of an employee's sexual orientation.

JCPL is committed to protecting employees from inappropriate conduct whether from other employees or non-employees such as patrons, vendors, suppliers, contractors, or members of the public.

Examples Of Inappropriate Conduct

Inappropriate conduct may include, among other things:

- Epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, sex, age, religion, national origin, ancestry, or disability; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, sex, age, religion, national origin, ancestry, or disability.

Specifically, the Library is committed to providing a workplace free of inappropriate conduct of a sexual nature. Such conduct may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Such conduct also may include, among other things:

- Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name-calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, or physical gestures, or displaying sexually explicit photographs or objects that interfere with a reasonable person's work);
- Unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters;
- An explicit or implicit promise of preferential treatment with regard to a person's employment in exchange for sexual favors or sexual activity; and
- The use of an employee's or applicant's submission to or rejection of sexual conduct as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example, hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the target of the conduct and the one accused of the conduct, the Library treats alleged violations of this Policy seriously and, to the extent possible, confidentially. The Library expects all to treat alleged violations and those affected by them in a responsible and respectful manner. Please help us maintain a

comfortable work environment free from inappropriate and offensive conduct of any type irrespective of whether the conduct is unlawful.

Internal Reporting Procedure

If you believe you or any other employee is being subjected to behavior that is not consistent with these policies, you are encouraged to, and have a responsibility to, immediately report these matters to the Business Manager. If for any reason you do not feel comfortable reporting your concerns to the Business Manager, you may report your concerns to the Library Director. Additionally, if you believe a non-employee's behavior violates this policy, promptly report the non-employee's conduct through this policy.

If the concern relates to the behavior of the Library Director and you do not feel comfortable reporting your concerns to the Business Manager, you may report your concerns to the President of the Library Board.

Supervisors who become aware of a potential violation of this Policy must report the potential violation to the Library Director or the Business Manager. Failure to report potential violations will result in appropriate discipline, up to and including discharge.

Our Commitment When Reports Are Made

No action will be taken against anyone merely because of reporting behavior believed to violate this Policy. JCPL will investigate and take appropriate action as to all concerns. JCPL is committed to maintaining an environment free of discrimination and inappropriate conduct and to enforcing this policy.