

Belden Noble Memorial Library  
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Belden Noble Memorial Library  
Anti-Harassment Policy  
June 28, 2018

#### A. Introduction

It is the goal of the Belden Noble Memorial Library (BNML) to promote a workplace that is free of harassment. BNML expressly prohibits any form of harassment. Harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated.

Because BNML takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

#### B. Definition of Harassment

Any unwelcome verbal or physical conduct when: (1) an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct; or (2) the behavior can reasonably be considered to adversely affect the work environment.

##### (1) Quid Pro Quo Harassment – "This for That"

Quid pro quo harassment generally results in a tangible employment decision based upon the employee's acceptance or rejection of unwelcome sexual advances or requests for sexual favors, but it can also result from unwelcome conduct that is of a religious nature. This kind of harassment is generally committed by someone who can effectively make or recommend formal employment decisions (such as termination, demotion, or denial of promotion) that will affect the victim.

Examples:

- supervisor who fires or denies promotion to a subordinate for refusing to be sexually cooperative;
- supervisor requires a subordinate to participate in religious activities as a condition of employment;
- supervisor offers preferential treatment/promotion if subordinate sexually cooperates or joins supervisor's religion.

## (2) Hostile Work Environment Harassment

A hostile environment can result from the unwelcome conduct of supervisors, co-workers, customers, contractors, or anyone else with whom the victim interacts on the job, and the unwelcome conduct renders the workplace atmosphere intimidating, hostile, or offensive.

While it is not possible to list all those additional circumstances that may constitute harassment, the following are some examples of conduct, which if unwelcome, may constitute harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- discussing sexual activities;
- sexual epithets, jokes;
- unwelcome sexual advances, whether they involve physical contact or not;
- unnecessary touching;
- commenting on physical attributes;
- displaying sexually suggestive or racially insensitive pictures;
- using demeaning or inappropriate terms or epithets;
- using indecent gestures;
- using crude language;
- sabotaging the victim's work;
- engaging in hostile physical conduct;
  - written or oral references to sexual conduct, gossip regarding one's sex life, comment about an individual's sexual activity, deficiencies, or prowess;
  - unwelcome leering, whistling, sexual gestures, suggestive or insulting comments;
  - dissemination in the workplace of sexually-explicit voicemail, email, graphics, downloaded material, or websites;
  - inquiries into one's sexual experiences

## C. Complaints of Harassment

If any of our employees believe that he or she has been subjected to harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally to the BNML Board of Directors.

## D. Harassment Investigation

When the BNML board receives the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

E. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

F. Anti-Harassment Policy Acknowledgement

Every member, by signing a copy of this document, shall acknowledge their understanding of and agreement to abide by the anti-harassment policy for BNML.

I have reviewed, understand, and agree to abide by this policy.

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Signature

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Print Name

Date: \_\_\_\_\_