

**Subject:** Equal Employment Opportunity

**Application:** Employees, customers, consultants, contractors, vendors and visitors

Westchester Library System (WLS) is committed to providing equal opportunity for all persons regardless of race, color, national origin, citizenship, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status, disability, veteran status, or any other trait or characteristic protected by law.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Improper interference with the ability of WLS employees to perform their expected job duties will not be tolerated.

WLS complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of harassment, including sexual harassment. WLS considers harassment in all forms to be a serious offense. (See Anti-Harassment Policy #2.)

Employees who have been subject to prohibited discrimination and/or harassment or who have concerns should immediately report the incident to their supervisor and/or the Executive Director or any member of management. Individuals are not obligated to speak with their immediate supervisor before bringing the matter to the attention of the Executive Director or any other member of management.

Complaints will be investigated promptly by management and will be handled in a confidential manner. Confidentiality will be observed to the extent consistent with adequate investigation procedures and appropriate corrective action. If the matter is not investigated after reporting the incident, the employee may bring the matter to the attention of the President of the WLS Board of Trustees. Anyone who reports violations of this policy and /or cooperates with WLS's investigation of such violations will be protected against retaliation.

Violations of this policy are not tolerated. Individuals who engage in acts of discrimination and/or harassment are subject to immediate disciplinary action which may include termination of employment.

*This policy was approved by the WLS Board of Trustees at their 1/25/2011 Meeting and is to be reviewed annually.*