

Subject: Anti-Harassment

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

Westchester Library System (WLS) is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. WLS expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

WLS expressly prohibits any form of employee harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment and sexual harassment. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Sexual harassment is a form of gender discrimination and is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of behaviors that may involve individuals of the same or different gender.

Harassment on the basis of other protected characteristics is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his/her race, color, national origin, citizenship, religion, creed, age, sex, sexual orientation, marital status, disability, veteran status, or any other trait or characteristic protected by law and that such conduct is so severe and pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance; or such conduct creates an intimidating, hostile, or offensive working environment.

Individuals who believe they have experienced conduct that they deem is contrary to WLS's policy or who have concerns about such matters should file their complaints with their immediate supervisor or speak with the Executive Director. Individuals are not obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Executive Director or any other member of management.

Allegations of harassment will be investigated promptly and discreetly by management. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. WLS prohibits retaliation or attempted retaliation against any individual who reports harassment or participates in an investigation of such a report. Retaliation against an individual is a violation of this policy and will be subject to disciplinary action.

Any supervisor who becomes aware of possible unlawful harassment must immediately advise the Executive Director so it can be investigated in a timely and confidential manner. 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 2/22/2011 Meeting and is to be reviewed annually.