

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 and/or sex discrimination and is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual on the basis of sex, sexual orientation, gender identity, or the status of being transgender. This includes, but is not limited to, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, submission to or rejection of such conduct by an individual is used as a term or condition of a person's employment or 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.

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 their race, color, national origin, immigration or citizenship status, religion, creed, age, sex, gender identity, sexual orientation, marital status, pregnancy, disability, military status, arrest or conviction record, domestic violence victim 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, discreetly and confidentially by management. WLS prohibits retaliation or attempted retaliation against any individual who reports harassment or participates in an investigation of such a report.

Any manager or supervisor is required to report any complaint of harassment that they receive, or any harassment that they observe to 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. Harassers may also be subject to individual liability.

Last approved: May 27, 2025