

## **Neligh Public Library Harassment Policy**

The Neligh Public Library maintains a healthy work environment in which all individuals are treated with respect and dignity. It is library policy that all employees and library users have the right to work in an environment free of all forms of harassment and discrimination based on race, color, sex, religion, age, disability, marital status, national origin, and sexual orientation.

The Neligh Public Library will not tolerate, condone, or allow harassment by any employees, library patrons, or other non-employees who conduct business with the library. Such behavior by library patrons or other non-employees may result in immediate expulsion from the facility and long-term loss of library privileges.

The Neligh Public Library considers harassment and discrimination in any form to be serious employee misconduct. Therefore, the library will take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. An employee violation of this policy can lead to discipline up to and including termination.

The Neligh Public Library Board will serve as the investigating body in adjudicating any claims of harassment and discrimination. The City Attorney will act as the legal agency for the City and for the Library.

The definitions of harassment are taken directly from the American Library Association Personnel Policy and are as follows:

Harassment is defined as behavior or conduct—including verbal statements, physical expressions, or obscene speech—directed toward an individual or group of individuals:

- That threatens, either violently or nonviolently, personal or property damage or that incites or is likely to incite lawless action; or,
- That reflects on the individual's appearance, such as racial, ethnic or sexual epithets, slurs or insults directed at an individual or group of individuals with the intent of doing harm or injury, inciting an immediate breach of the peace, or creating an air of intimidation; or,
- That is potentially libelous and/or slanderous, is of questionable intent and demonstrates insensitivity toward the differences in people or serves to malign and /or ridicule an individual or group of individuals.

Racial, Ethnic, and National Origin Harassment is defined as harassing behavior that encompasses physical actions or expressions and/or verbally derogatory statements, slurs, or innuendoes directed at an individual's particular racial or ethnic background or national origin

and that demonstrates questionable intent or insensitivity and serves to annoy and disturb the recipient.

Sexual Orientation Harassment is defined as verbal or physical conduct directed at an individual or group of individuals because of their sexual orientation that demonstrates questionable intent or insensitivity and serves to annoy and disturb the recipient.

Sexual Harassment is defined to include verbal or physical conduct of a sexual nature, when such conduct is made explicitly or implicitly a term or condition of employment, or is used as a basis of employment decisions or has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include, but are not limited to:

- Uninvited or unwanted sexual advances and requests for sexual favors.
- Non-verbal conduct, such as making suggestive or insulting noises, leering, whistling, or obscene gestures.
- Unwelcome physical contact of a sexual nature, such as touching, pinching, coercing sexual intercourse or assault.
- Overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories.

Religious Harassment is defined as insensitivity and lack of consideration demonstrated in verbal or physical expressions of questionable intent toward an individual's religious beliefs and/or backgrounds.

Age Harassment is defined as behavior demonstrated in verbal or physical expressions which are offensive, hostile and of questionable intent to malign an individual or group of individuals because of age or seniority,