

## **Sexual Harassment Policy**

The Julia L. Butterfield Memorial Library Board affirms the following statement of policy and procedure regarding sexual harassment and directs that a copy of said statement shall be provided to all employees:

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

No individual should imply to an employee that lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development or any other condition of employment. Any such actions will bring prompt and certain disciplinary action, including possible termination.

Any employee who believes that he or she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring this to the attention of their immediate supervisor, the Library Director or the Library Board President.

Adopted: May 10, 2008