



E-014(a)

Richmond Heights Memorial Library EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, it is the policy of the Richmond Heights Memorial Library to implement fair, effective and positive personnel and management practices. These practices are designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, ancestry, disability, veteran status, or status in any other classification whose consideration is prohibited by law.

Accordingly, the Richmond Heights Memorial Library has and will continue to (a) hire, train and promote individuals in accordance with its equal employment opportunity policy; (b) make decisions according to the principle of equal opportunity by imposing only valid requirements for employment opportunities; and (c) administer all personnel practices and programs (including, but not limited to, compensation, benefits, and training) in accordance with this equal employment opportunity policy.

All Richmond Heights Memorial Library employees are expected and required to accomplish their work in a professional manner and with concern for the well-being of other Library employees. Any harassment of any Library employee by any other Library employee is prohibited, regardless of their working relationship or status. Specifically, any harassment based on a person's race, color, religion, gender, age, sexual orientation, gender identity, national origin, ancestry, disability or any other classification protected by law is expressly and strictly prohibited, as stated in **E-022 Harassment Policy**. Any employee who experiences or is aware of conduct of this nature must immediately notify their supervisor per the Library's Employee Grievance Policy. Any questions about this policy or potential harassment should be brought to the attention of the Library Director.

Adopted by the RHML Library Board of Trustees January 16, 2024