



E-022

Richmond Heights Memorial Library HARASSMENT POLICY

It is the policy and commitment of the Richmond Heights Memorial Library that sexual harassment and harassment on the basis of race, religion, color, gender, sexual orientation, gender identity, national origin, disability, veteran status, age or any other protected class as set forth in its employment policies are strictly and expressly prohibited. The Library strives to promote respect for individuals of all backgrounds. Harassment of any nature will not be tolerated.

All employees are to act respectfully towards and tolerant of all other employees and any and all other individuals with whom they come into contact. Any harassment of any Library employee by any other Library employee is prohibited. Any employee who experiences or is aware of conduct of this nature must immediately notify the Library Director, in writing. Any employee who is uncomfortable notifying the Library Director, in writing, or who is not satisfied after bringing the matter to the attention of the Library Director should then notify the President of the Library Board of Trustees. Any questions about this policy or potential harassment should be brought to the attention of any of these same persons.

The Richmond Heights Memorial Library will promptly investigate allegations of prohibited harassment in as confidential a manner as possible under the circumstances, and will take appropriate corrective action if and when warranted. Some examples of possible appropriate corrective actions include, but are not limited to, counseling, training, suspension with counseling, and/or immediate termination of employment. Any form of retaliation against any individual for filing a legitimate complaint under this policy or for cooperating with an investigation is expressly prohibited. Any employee who experiences or witnesses any form of retaliation must immediately notify the Library Director, in writing. Any employee who is uncomfortable in notifying the Library Director, in writing, or who is not satisfied after bringing the matter to the attention of the Library Director should immediately notify the President of the Library Board of Trustees, in writing.

Given the seriousness with which all allegations of harassment are treated, the Library may also take disciplinary action, up to and including termination, against any employee who files a false complaint against any individual and/or who knowingly or purposely provides false information during the investigation of any complaint.

Claims of sexual harassment in the workplace develop under a number of circumstances. The Library recognizes that potential for harassment is severely

E-022



increased when employees become involved in romantic relationships, and this potential is even greater when a supervisor becomes involved in a romantic relationship with an employee. If and when romantic relationships between coworkers end, there is a greatly increased potential for situations which give rise to claims of harassment. These relationships are known to cause problems beyond harassment as well. Particularly, relationships between supervisors and employees can cause morale and professional development to suffer as a result and may compromise confidentiality and co-workers' confidence in both the professionalism and fairness of the workplace.

Therefore, employees are strongly discouraged from dating or developing personal relationships of a similar nature with co-employees. In the event such a relationship does develop, it must be immediately reported to the Library Director. If the Director determines that the Library might be adversely affected by said personal relationship, one employee may be asked to resign, according to the following factors, as determined by the Library Director:

- Length of service
- Ability
- Efficiency
- Conduct
- Competence
- Attendance; and
- Training

Where the other factors are relatively equal, length of continuous service shall be controlling.

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