

## **Emmaus Public Library Sexual Harassment Policy**

It is the policy of the Emmaus Public Library to maintain a working environment free from all forms of harassment or intimidation, and for patrons to enjoy a harassment free visit.

This policy applies to all full and part time employees and volunteers, including board members. Sexual harassment of anyone by anyone, including, but not limited to employees, volunteers, contractors, vendors or patrons, is a form of misconduct and will not be tolerated.

### **DEFINITION OF SEXUAL HARASSMENT**

This policy adopts the definition of sexual harassment as stated in the Pennsylvania Commonwealth Management Directive 505.30 which currently defines sexual harassment as:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature where:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- a. Written: Unwelcome suggestive, sexually explicit, or obscene letters, poems, notes, or invitations.
- b. Verbal: Derogatory, sexually explicit, or offensive comments, epithets, slurs or jokes; inappropriate comments about an individual's body or sexual activities; repeated unwelcome propositions or repeated sexual flirtations; direct or subtle pressures or repeated unwelcome requests for dates or sexual activities.
- c. Physical: Impeding or blocking movements, touching, patting, pinching, or any other unnecessary or unwanted physical contact.
- d. Visual: Sexually oriented gestures, display of sexually suggestive or derogatory objects, pictures, cartoons, posters, or drawings.
- e. Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites, such as Facebook and Twitter).

## **PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT**

Anyone who believes that they are being sexually harassed should immediately report the incident to the director. If the employee is being harassed by their director, or the director is being harassed, the employee/director should report the incident to the chair of the Personnel Committee of the Board or the Board President. All contacts will be managed confidentially to the greatest extent possible and will be investigated by the Personnel Committee. All information related to the investigation will be maintained in a confidential manner.

The initial message may be verbal. Sexual harassment complaints do not have to be put in writing before an investigation is initiated.

Any employee who engages in or knowingly condones any action or conduct determined to be sexual harassment will be subject to appropriate disciplinary action, up to and including termination of employment.

Adopted March 15, 2022