

POLICY TITLE: Anti-Harassment

ADOPTION/LAST REVISION: Adopted 6-8-99

A. Purpose:

It is the policy of the Marshfield Public Library and the City of Marshfield to provide a work environment that is free of harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Incidents of harassment are demeaning to all persons involved and impair the ability of the Library to perform its function. In order to preserve the dignity and worth of all of its employees, the Library has adopted this policy which defines and prohibits harassment.

This policy will be issued to all current employees and during orientation of new employees.

B. Policy Statement:

Harassment will not be tolerated. Complaints of harassment will be thoroughly investigated. Employees found responsible for harassment will be subject to disciplinary action in accordance with applicable due process requirements, including but not limited to reprimand, suspension or discharge. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

C. Definitions:

In general, harassment means persistent and unwelcome conduct or actions on any of the basis listed above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

The repeated making of unsolicited, inappropriate gestures or comments;

The display of offensive sexually graphic materials not necessary for our work.

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting an individual;
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Recognizing Harassment:

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

Some examples:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons, or drawings.

D. Procedure:

Any acts committed by employees, elected or appointed officials, vendors or customers of the Marshfield Public Library, which may constitute sexual harassment, are to be reported by the employee to his/her supervisor. If the supervisor is the source of the alleged harassment, or if the employee prefers, the employee should alternatively report the problem to another supervisor or the Library Director. The Library Director is responsible for conducting an investigation of all complaints. The Library Board Personnel Committee will investigate any complaint filed against the Library Director. The Library will investigate all complaints and will endeavor to handle these matters expeditiously in a professional manner so as to protect the integrity of the workplace.

Upon notification of a harassment complaint, an investigation will promptly commence and will include direct interviews with involved parties and where necessary, with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

E. Non-Retaliation:

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such retaliation is also illegal under s. 111.322 (2m), Wisconsin Statutes.

F. Disciplinary Action:

The Library views harassment and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

Reference: City of Marshfield policy number 3.115

MARSHFIELD PUBLIC LIBRARY

HARASSMENT COMPLAINT FORM
(Attach additional sheets if necessary)

Name: _____

Department: _____

Job Title: _____

Immediate Supervisor: _____

1. Who was responsible for the harassment? _____

2. Describe the harassment. Include time, date(s), location for each incident.

What was your reaction? _____

3. List any witnesses to the harassment: _____

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED AND THAT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Employee Signature: _____

Date: _____

MARSHFIELD PUBLIC LIBRARY
HARASSMENT INVESTIGATION FORM
(For Supervisory Use)

Name: _____ Date: _____

Address: _____ Employee Telephone No.: _____

Supervisor: _____

1. What happened (objectively state details): _____

2. Who was involved (include witnesses): _____

3. Where did the harassment take place? _____

4. When did it take place? (date and time) _____

5. Does the situation constitute a complaint? (Policy violation, unjust treatment, other management decisions)

6. Dates of investigation of complaint: _____

7. Date of final report: _____

8. Date of follow-up conference with employee: _____

9. Results: _____
