

PROHIBITED HARASSMENT, INCLUDING SEXUAL HARASSMENT POLICY

All employees have the right to work in an environment free of discrimination and any form of harassment, based on race, color, religion, age, sex, national origin, disability, sexual orientation, or any other characteristic protected by law. All customers, users, or visitors have the right to an environment free of unlawful discrimination and harassment. It is the intent of the Orange County Library System to exclude unlawful harassment in all forms from all of its work places and working relationships. This prohibition applies to all vendors hired by the Library or who spend time on the Library premises. Employees who fail to respect these rights may receive disciplinary action up to and including dismissal. Third party vendors may have their contracts terminated or other appropriate action taken against them for violations of this policy.

To help ensure that no employee feels subject to unlawful harassment, the Library prohibits any unwelcome conduct based on a protected category that is offensive to a reasonable person and affects the terms and conditions of an employee's work. For example: offensive physical, visual, written or spoken conduct, including but not limited to conduct of a sexual nature, off color jokes, racial, ethnic, or religious epithets, slurs or innuendos, ageist remarks, or any other conduct which may offend or insult an individual based upon a protected characteristic is prohibited. Such conduct may constitute unlawful harassment when engaged in by someone employed by the Library in a position to influence employment decisions when (1) submission to such conduct is made, either expressly or implicitly, a condition of the recipient's continued employment; or (2) submission to or rejection of such conduct by the recipient is used as the basis for employment decisions affecting the recipient.

The Library also prohibits inappropriate physical, visual, written, or spoken conduct by either a supervisor or any fellow employee that interferes with an individual's work performance or creates what a reasonable person would consider to be an intimidating, hostile, abusive or offensive working environment. Any such conduct toward not only fellow employees but also customers, users or visitors to the Library, is strictly prohibited.

If you believe that you are being subjected to any of these forms of harassment or discrimination, you must immediately bring this issue to the attention of the Human Resources Manager or any other member of the Administration (Library Director/CEO; Assistant Director; Comptroller; Public Service Administrator; Public Relations Administrator; IS Department Head) so that the matter may be investigated. The very nature of harassment makes it virtually impossible to detect unless the individual being harassed notifies a member of the Administration as listed above. All such complaints will be investigated thoroughly and promptly and, if warranted, appropriate remedial actions will be taken following the investigation to insure the unlawful harassment is stopped. We will handle all complaints and investigations as confidentially as possible. Retaliation against anyone registering a complaint or participating in the investigation process as a witness is strictly prohibited.

June 10, 2010

Revision approved by the Board of Trustees