

## ATHENS-LIMESTONE COUNTY PUBLIC LIBRARY

### HARASSMENT

---

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Athens-Limestone County Public Library sexual harassment policy accepts the principle that all employees have the right to work in an environment free from any type of harassment.

The Library prohibits unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature. You may not threaten or even imply that refusing or accepting sexual advances will affect another employee's job or future career.

Other prohibited actions are disagreeable flirtations, advances, or propositions; verbal abuse involving sex or gender; explicit or degrading comments about another's person;

negative or biased treatment of an employee based on suspected sexual preference; and displaying suggestive materials.

It is best to avoid any conduct that can be considered offensive or abusive. Such activity will result in disciplinary action, including dismissal.

Sexual harassment can occur in a variety of circumstances, including but not limited to:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim. The harasser's conduct must be unwelcome. If you feel that you have been subjected to any form of sexual harassment, report it to either the Library Director or Library Board. They will discuss the situation with you and walk you through the grievance procedures. Anyone who is victim of sexual harassment has a right to file a grievance without threat of retaliation or adverse effects on his/her employment situation or status.

## OTHER FORMS OF HARASSMENT

---

Racial harassment, as well as harassment on the basis of religion, disability, or other protected status, is prohibited not only by the Library but also by various acts of Congress, including Title VII of the Civil Rights Act of 1964 as amended. Other types of harassment are prohibited by applicable law. Violation of these acts may subject individuals to disciplinary action and may have legal consequences.

The Library encourages prompt reporting of such harassment and its prompt resolution through either informal or formal procedures. Complaints should be reported to either the Library Director or the Library Board of Trustees.