

Stillwater Public Library  
Anti-Discrimination & Anti-Harassment  
Policy

---

## **Table of Contents**

### 1. Part I: Policy

1.1 Introduction

1.2 Definitions

1.3 Retaliation

1.4 Reporting Procedures

1.5 Conclusion

### 2. Part II: Forms

2.1 Harassment/Discrimination Complaint Form

## **Part I: Policy**

### **1. Introduction**

The Library prohibits discrimination, including harassment, of any employee by anyone in the workplace (including supervisors, co-workers, directors, consultants, vendors, and other non-employees) for any illegal discriminatory reason. Such discrimination is prohibited by law and Library policy.

### **2. Definitions**

#### **2.1 Unlawful Harassment (General)**

Unlawful harassment includes unwelcome or inappropriate verbal, physical, or other communication or conduct that denigrates or shows hostility or aversion to a person and/or group and has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interferes with work performance.

#### **2.2 Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. Examples include verbal, visual/non-verbal, physical, or other retaliatory behaviors.

#### **2.3 Other Types of Harassment**

Harassment on the basis of race, color, gender, national origin, disability, sexual orientation, age, religion, protected activity, or any other protected category includes verbal, physical, or other conduct that shows hostility and creates a hostile work environment or interferes with job performance.

### **3. Retaliation**

The Library prohibits retaliation against any employee who brings forward a good-faith complaint of discrimination or harassment. Individuals who retaliate or knowingly bring false claims are subject to disciplinary action.

### **4. Reporting Procedures**

Employees should promptly report any suspected harassment or discrimination to the Library Director or Board officers. All complaints will be reviewed promptly and impartially. Confidentiality will be protected to the extent possible, and corrective action will be taken when appropriate.

### **5. Conclusion**

The Library strives to maintain a workplace free from unlawful discrimination and harassment. Questions regarding this policy should be directed to the Library Director.

## Part II: Forms

### Harassment/Discrimination Complaint Form

New York State Labor Law requires employers to provide a sexual harassment complaint form.

Name:

---

Job Title:

---

Work Address:

---

Work Phone:

---

Email:

---

Preferred Communication Method (Email / Phone / In person):

---

Immediate Supervisor's Name:

---

Supervisor Work Address:

---

Supervisor Work Phone:

---

Supervisor Email:

---

Person complaint is about (Name, Title, Work Address, Work Phone):

---

Relationship to you (Supervisor / Subordinate / Co-worker / Other):

---

Description of incident:

---

Date(s) harassment occurred:

---

Is the behavior continuing? (Yes / No):

---

Witnesses:

---

Legal counsel contact (if applicable):

---

Signature:

---

Date:

---