

NON-DISCRIMINATION POLICIES

1.1 Equal Employment Opportunity Policy (New – Please Read All Policy)

Wells County Public Library (WCPL) is committed to nondiscrimination in the consideration of employment and the employment terms and conditions of all WCPL applicants and employees. No applicant or employee will be discriminated against or treated unfavorably because of race, color, religion, national origin, sex, age, physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information (including family medical history), veteran status or other legally-protected status. All WCPL policies and procedures will be regularly reviewed to assure their full adherence to our equal employment opportunity objectives.

Any person who is aware of any potential violation of this policy should report such concerns to Human Resources or the Director as soon as possible. WCPL will thoroughly investigate and promptly resolve all such complaints in strict compliance with applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

1.2 Sexual Harassment Policy (New – Please Read All Policy)

It is the policy of WCPL to provide an environment free of sexual and sex-based harassment. It is against our policy for any employee, whether a manager, supervisor, or coworker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. WCPL also prohibits harassment by third parties, including vendors or visitors.

Sexual and sex-based harassment may include:

- Requests for sexual favors;
- Unwanted physical contact, including touching, pinching or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures;
- Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature);
- Inappropriate or adverse treatment because an employee does not fit a gender stereotype.
- Sexually suggestive or offensive dress.

Any employee who believes he or she has been sexually harassed should report the conduct immediately to Human Resources or the Director. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as reasonably possible under the circumstances and applicable legal constraints. Any employee of WCPL who has been found, after appropriate investigation, to have violated this policy will be subject to disciplinary action up to and including termination.

1.3 Anti-Harassment Policy (New – Please Read All Policy)

In providing a productive working environment, WCPL believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, mental or physical disability or other legally-protected status. It is WCPL's policy to provide an environment free from such harassment.

It is against policy for any employee, whether a manager, supervisor or coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, mental or physical disability or other legally-protected status, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes with or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, age, religion, national origin, disability or other legally-protected status.
- Verbal or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, gender, age, religion, national origin, disability or other legally-protected status, that is electronically communicated or placed on walls, bulletin boards, or elsewhere on WCPL's premises, or that is otherwise circulated in the workplace
- Offensive slogans, pictures or messages on t-shirts, sweatshirts, other items of clothing, or tattoos.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the Human Resources or the Director. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as reasonably possible under the circumstances and applicable legal constraints. Any employee who has been found, after appropriate

investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination.

1.4 Disability Accommodations Policy
(New – Please Read All Policy)

Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should contact the Human Resources or the Director. WCPL will then engage in an interactive dialog with the individual employee to verify the existence of a disability covered under applicable law, identify possible accommodations, and determine which accommodations WCPL can and will reasonably provide under the specific circumstances.