

NON-DISCRIMINATION POLICY

1.1 Equal Employment Opportunity 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, gender, color, religion, creed, national origin, age, gender identity, military service status, pregnancy, childbirth or related medical condition, veteran status, genetic information (including family medical history), mental/physical 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), or other legally-protected status. All WCPL policies and procedures will be regularly reviewed to assure the 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

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 or board member. 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 gender (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

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 or board member. 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.

WCPL also prohibits harassment of third parties, including vendors or visitors.

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

Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their job should contact 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.

1.5 Employee Protection Policy

If any employee reasonably believes that a policy, practice, or activity of WCPL (or another individual or entity with whom WCPL has a business relationship) is in violation of law or clear mandate of public policy, a written complaint must be filed by that employee with the Director. Examples of reportable activities would include such activities as discrimination/harassment/retaliation, questionable accounting practices, stealing, safety violations, criminal conduct, or any other violation of law.

It is the intent of WCPL to adhere to all laws and regulations that apply to the library. The underlying purposes of this policy are to support the library's goals of legal compliance. The support of all employees is necessary to comply with various laws and regulations. An employee is protected from retaliation when the employee brings the alleged unlawful policy, practice or activity to the attention of WCPL and provides WCPL with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Employees are protected from retaliation when they comply with all aspects of this policy. Any employee who retaliates against or harasses another employee for making a written complaint will receive appropriate discipline, up to and including dismissal.