

PROHIBITING HARASSMENT AND DISCRIMINATION LIBRARY POLICY

Kitsap Regional Library is committed to providing a workplace and an environment that is free from discrimination or any kind of unlawful harassment. In keeping with this commitment, the Library will not tolerate harassment by library employees, patrons or anyone on Kitsap Regional Library property or within the confines of a Kitsap Regional Library facility. Unlawful harassment, as prohibited by this policy, includes harassment of employees by employees, harassment of employees by non-employees and harassment of non-employees by employees or non-employees anywhere on Kitsap Regional Library property or within a Kitsap Regional Library facility.

PROHIBITED FORMS OF HARASSMENT

Unlawful harassment consists of unwelcome conduct, whether verbal, physical or visual that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status or other protected group status and which:

- a. Has the purpose or effect of creating an intimidating, hostile or offensive work or library environment; or
- b. Has the purpose or effect of unreasonably interfering with an individual's work performance or use of the library; or
- c. Otherwise adversely affects an individual's employment opportunities or use of the library.

For example, the following kinds of behavior or other behaviors with a similar harassing effect, are absolutely prohibited:

- Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement, or assault; and
- Other: making or threatening reprisals as a result of a negative response to harassment.

Any harassment of or by Kitsap Regional Library employees in violation of the foregoing rules are absolutely prohibited and will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment is one form of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision or (3) the conduct has the purpose or effect of unreasonably interfering

with an individual's work performance or creating an intimidating hostile or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material and physical contact such as patting, pinching or intentional brushing against another's body.

RETALIATION

Retaliation against an individual for exercising their rights under this policy is also strictly prohibited and is a separate violation of this policy. This includes any retaliation for inquiring about rights under this policy, reporting or complaining about possible violations or assisting in a complaint investigation, including providing truthful information about a possible violation. Such retaliation against Kitsap Regional Library employees or non-employees is prohibited and will not be tolerated.

NO ONE HAS AUTHORITY TO VIOLATE THIS POLICY

Under no circumstances does the Library Director, a division director, a supervisor, an employee or any other person have any authority whatsoever to engage in discriminatory, harassing or retaliating conduct in violation of this policy. If anyone claims to have such authority or you have any questions about whether conduct that you find objectionable is authorized by Kitsap Regional Library, please contact the branch manager, a division director or the Library Director.