



Beauregard Parish Library
205 S. Washington Ave
DeRidder, La 70634

Harassment Prevention Policy

Unlawful Harassment

The Beauregard Parish Library is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the Library prohibits sexual harassment and harassment because of age, race, sex, color, sexual orientation, religion, national origin, disability, sickle cell trait, protected genetic information, or any other legally protected status. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, disability, sickle cell trait, protected genetic information, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, email, posters, drawings, or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

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337-463-6217 or 1-800-524-6239

library.beau.org

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as patrons, visitors, vendors, consultants, etc.

Sexual Harassment

All employees are responsible for assuring that the workplace is free from sexual harassment. Because of the library's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including, but not limited to:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Granting or denying job benefits based on receptivity to sexual advances
- Other verbal or physical conduct of a sexually harassing nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors (patrons, vendors, etc.) must bring the problem to the attention of their Supervisor, Director, or the Human Resources Coordinator.

Any supervisor, upon hearing complaint of sexual harassment, shall notify the Human Resources Coordinator at once of the complaint.

All complaints will be promptly and carefully investigated by the administration, and all employees are assured they will be free of any and all reprisal or retaliation from filing such complaints.

An administrative investigation will include interviews with all relevant persons, including the complainant, the accused, and other potential witnesses. In determining whether alleged conduct constitutes sexual harassment, the record as a whole and the totality of the circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred will be examined. A determination of appropriate action will be made from the facts, on a case-by-case basis. All employees should be aware that all inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need to know basis. However, the identity of the complainant usually is revealed to the accused and witnesses. All individuals contacted in connection with a complaint will be counseled that retaliatory actions will not be tolerated.

The administration will apprise the complainant and the accused of the investigation's outcome at the conclusion of its investigation, with appropriate emphasis on the rights of all involved. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including dismissal, will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure all parties are reacquainted with the sexual harassment policy and to avoid sexual harassment in the future.

Any finding may, with the consent of the Board and if placed on the Board meeting agenda, be appealed to the Beauregard Parish Library Board of Control by contacting the Board President as outlined in this policy. If a harassment complaint involves the director, then a written request should be made to the President of the Board of Control to

establish a committee to investigate the complaint.

Prevention is the best tool for the elimination of sexual harassment. The library board and the administration express strong disapproval of any acts that can be construed as an act of sexual harassment of any library employee or member of the public using the library. (This includes inappropriate jokes, displays of posters, etc.)

PROCEDURE:

A) All reports of sexually inappropriate behavior will ultimately be reported to the Human Resources Coordinator (H.R.) who generally will direct the investigative process with the knowledge of the Director. Management personnel on a need to know capacity will be apprised of the complaint.

B) H.R. and administration (or the Board of Control's designated committee, when applicable) will investigate all complaints. "Informal" complaints or requests to withhold investigation (unless or until a future occurrence) will be treated the same as a formal complaint and investigated immediately.

C) To prevent further occurrences or to preserve the integrity of the investigation, temporary reassignment, transfers, forced leave or other personnel actions may be utilized.

D) The investigation will be thorough and include interviews with the complainant, the accused, witnesses and other individuals possessing relevant information. Records, logs, reports, photos, emails, or other documentation pertinent to the complaint will be reviewed.

E) The investigative process will be memorialized, thus requiring that all involved prepare written statements or provide verbal statements that will be recorded.

F) Persons called upon to participate in the investigation are required to

answer all questions truthfully and cooperatively. Employees do not have the option of remaining silent or declining to be involved and failure to cooperate may constitute grounds for employee discharge including dismissal or termination.

G) The investigative process will be conducted expeditiously and professionally, with appropriate emphasis on the rights of all involved.

H) To the extent allowed by law, the investigative process will be conducted in a confidential manner, with only those in a need to know position involved.

I) Upon completion of the investigation, H.R. will apprise management of the outcome and recommendations for resolution which the director will decide. The complainant and accused will be apprised of the outcome of the investigation, with appropriate emphasis on the rights of all involved.

J) The decision of the Director shall be final unless reversed by the Board of Control. Employees who discuss a Library administrative decision with a Library Board member without following the prescribed procedure could possibly be considered as insubordinate and may be subject to disciplinary actions including dismissal and termination.

Adopted 6 February 2019