

The current Harassment/Sexual Harassment policies are found on pgs. 60-62; major recommended updates incorporating the Virginia Human Rights Act. Proposed text based on VRSA, DHRM and a review of manuals from local agencies.

Final proposed policy:

HARASSMENT

CRRL believes all employees are entitled to a workplace free of harassment, and expects that all employees will treat each other and library customers with courtesy, dignity, and respect. Harassment is a form of discrimination and has the effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

CRRL has adopted a zero-tolerance policy toward discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. No form of unlawful discriminatory or harassing conduct toward any person in our workplace will be tolerated. No employment decision may be made based on any form of unlawful harassment or discrimination. CRRL will take action to enforce professional conduct and absolutely prohibits discrimination and or harassment of an employee.

This policy prohibiting harassment, whether sexual or of another nature, is not limited to relationships between and among employees and prospective employees but also extends to interactions with customers. Furthermore, no employee will be required to suffer sexual harassment by any customer or vendor.

CRRL encourages reporting of all incidents of discrimination, sexual or other harassment, regardless of the identity of the offender. CRRL encourages individuals who believe they are being harassed to firmly and promptly notify the offender that their behavior is unwelcome, CRRL also

recognizes that power and status disparities between the offender and the recipient of the offensive conduct may make such a confrontation impossible. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

Any employee who feels that they are or have been the victim of illegal discrimination or harassment in violation of this policy should immediately notify a supervisor or the Human Resources Manager. CRRL will fully investigate all complaints and will maintain confidentiality to the extent possible given CRRL's duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action, which may include termination of employment, depending on the circumstances. No employee will be retaliated against for making a complaint or assisting with the investigation of a complaint.

CRRL is strongly committed to maintaining a workplace free of impermissible harassment or intimidation, including sexual harassment. All complaints will be taken seriously.

SEXUAL HARASSMENT

Sexual harassment has been defined generally, but is not limited to, unwelcome sexual advances (verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature, whenever:

- submission to such conduct is either an explicit or implicit term or condition of employment;
- an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or

- the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment.

No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It may also include such actions as:

- sex-oriented verbal "kidding," "teasing," or jokes;
- repeated offensive sexual flirtations, advances, or propositions;
- continued or repeated verbal abuse of a sexual nature;
- graphic or degrading comments about an individual or his or her appearance;
- the display of sexually suggestive objects or pictures;
- subtle pressure for sexual activity; and
- inappropriate physical contact

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome and that is personally intimidating, hostile, or offensive.

OTHER UNLAWFUL HARASSMENT

Other unlawful harassment based on race (or traits historically associated with race including hair texture, hair type, and hairstyles such as braids, locs, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; veteran status; political affiliation; disability; genetic information; and parental status (including pregnancy, childbirth, lactation and conditions related to pregnancy,

childbirth, or lactation) consists of physical or verbal conduct when the conduct:

- creates an intimidating, hostile or offensive working environment; or
- substantially or unreasonably interferes with an employee's work; or
- otherwise is sufficiently serious to limit an employee's work performance.

Examples of conduct which may constitute harassment include, but are not limited to:

- jokes, degrading comments, verbal abuse, epithets and rumors;
- the display of offensive objects and pictures;
- written or graphic material which is posted or circulated and which intimidates or threatens individuals
- Bullying, hostile acts or physical acts of aggression against an individual or their property; and
- other conduct that the individual might reasonably find to be offensive.

Proposed with edits:

HARASSMENT

CRRL believes all employees are entitled to a workplace free of harassment, and expects that all employees will treat each other and library customers with courtesy, dignity, and respect. Harassment [is a form of discrimination and](#) has the effect of substantially interfering with

an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

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~~This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, CRRL absolutely prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status, or any other legally protected characteristic.~~

~~Employees are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems on the Internet, may give rise to liability for harassment. Employees are reminded that CRRL retains the right to monitor its computers, computer systems, and networks.~~

CRRL encourages reporting of all incidents of discrimination, sexual or other harassment, regardless of the identity of the offender. CRRL encourages individuals who believe they are being harassed to firmly and promptly notify the offender that their behavior is unwelcome, CRRL also

recognizes that power and Status disparities between the offender and the recipient of the offensive conduct may make such a confrontation impossible. Consequently, such direct communication is not a requirement or prerequisite to filing a complaint.

Any employee who feels that they are or have been the victim of illegal discrimination or harassment in violation of this policy should immediately notify a supervisor or the Human Resources Manager. CRRL will fully investigate all complaints and will maintain confidentiality to the extent possible given CRRL's duty to investigate the complaint. Anyone who is found to have engaged in illegal discrimination or harassment will be subject to appropriate disciplinary action, which may include termination of employment, depending on the circumstances. No employee will be retaliated against for making a complaint or assisting with the investigation of a complaint.

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~~Any employee who believes he/she has been subjected to any harassment is urged to immediately contact his/her supervisor or, at the employee's discretion, the Director or Deputy Director.~~

~~CRRL is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. Every~~

~~report of harassment will be investigated promptly and impartially, with every effort to maintain employee confidentiality.~~

~~In this investigation, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated. The results of an investigation and any action taken thereon will be communicated to the complaining employee. If CRRL finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge.~~

~~Any individual filing a harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Any such retaliation will be subject to immediate disciplinary action, up to and including termination of employment.~~

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Current:

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This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, CRRL absolutely

prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status, or any other legally protected characteristic.

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SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcomed sexual advances (verbal or physical), requests for favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is either an explicit or implicit term or condition of employment
- Submission to or rejection of the conduct is used as a basis for making employment decisions

Any employee who believes he/she has been subjected to any harassment is urged to immediately contact his/her supervisor or, at the employee's discretion, the Director or Deputy Director.

CRRL is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. Every report of harassment will be investigated promptly and impartially, with every effort to maintain employee confidentiality.

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