



Sexual Harassment

The Starke County Public Library System will not tolerate any form of sexual harassment and will use disciplinary action, including immediate termination, for any employee who violates this policy. Any patron who violates this policy while on library grounds will be banned from the library for a length of time determined by the Library Director and Board of Trustees.

To avoid any misunderstanding about what might constitute sexual harassment, the following guidelines are provided. Sexual harassment is not limited to those that are listed below:

- 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 proposition, profane language or threats;
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature);
- Requests for sexual favors for advancement of position;
- Non-verbal conduct, such as displays of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- No verbal, written, or pictorial messages of a sexual nature is allowed on any Social Media site maintained by the Library.

Any incident of sexual harassment must be reported to the Library Director. Incidents of sexual harassment involving the Library Director must be reported to the President of the Board of Trustees. A written statement of the harassment must be given to the Director and/or President of the Board of Trustees and signed by the alleging party. A thorough and impartial investigation of all complaints will be conducted by the Board of Trustees in a timely and confidential manner.

Sexual harassment is a form of misconduct that constitutes a serious offense, and offenders who have been found to have sexually harassed another employee will be subject to disciplinary action up to and including termination from SCPLS. The offender(s) could also be charged with criminal violations, as well.

Adopted by the Board of Library Trustees, November 14, 2006; Reviewed and Amended June 11, 2019