

## **Central Islip Public Library**

### **Sexual Harassment Policy**

Sexual harassment is illegal and will not be tolerated. Central Islip Public Library interprets sexual harassment as including any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the three following conditions is also present:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or
3. such conduct 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 believes he/she has been the subject of sexual harassment should report the alleged act immediately (preferably within 48 hours) to the Director. The Director will investigate all complaints immediately. If the matter is not resolved satisfactorily, the employee is encouraged to directly contact the President of the Central Islip Public Library Board of Trustees, who will initiate an investigation of the complaint. If the complaint of sexual harassment is against the Director, the employee should contact the President of the Central Islip Public Library Board of Trustees.

An employee who has been found to have sexually harassed another employee of the Central Islip Public Library will be subject to appropriate sanctions up to and including termination of employment. Similarly, false accusations of sexual harassment can have serious effect on other employees and can result in disciplinary action of the individual who initiated the complaint.

Board Adopted 12/1997