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## Sexual Harassment Policy Effective July 2022

Audubon Regional Library does not tolerate sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
- Submission to, or rejection of, such conduct or communication by an individual is used as a factor in any employment decision.
- Such conduct or communication has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

The Equal Opportunity Commission (EEOC) has issued guidelines setting forth the commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with the library's policy that conduct creating an intimidating, hostile or offensive working environment will not be tolerated and those violating this policy will be subject to disciplinary action including possible termination.

Any employee who is affected by sexual harassment is directed to report the incident following the chain of command. Complaints will be handled confidentially and impartially.

Unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contacts of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position is unacceptable and where prohibited.