

**Flint Public Library
POLICY ON HARASSMENT**

The Trustees of the Flint Public Library are committed to maintaining a work environment free from all forms of harassing conduct. All Trustees and Staff are expected to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals. Each Trustee and Staff Member has the responsibility to ensure that harassment does not occur.

Harassment on the basis of race, national origin, age, gender, sexual orientation, or disability is illegal and will not be tolerated. Any conduct that creates an intimidating, hostile, or offensive working environment will be considered harassment.

Harassment is considered misconduct in the workplace and could be grounds for dismissal. If it occurs, the offender will be warned. If it continues, the offender could be dismissed from employment at the Flint Public Library.

Anyone who feels he/she has been or is being subjected to harassment is urged to contact the Director immediately in writing. (see Complaint Form) If the complaint is against the Director, the offended employee may contact the Chairman of the Board of Trustees in writing. The Director or the Board will deal with the complaint promptly, resolve the issue, and file a written report. (see Administrative Follow-Up Form)

Adopted: 9/12/94
Reviewed: 9/11/95
Amended: 12/9/02
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