



Sexual Harassment Policy

Policy No. 1B

1. Sexual Harassment

- a. Prohibition of sexual harassment
 - i. Employees of the Hodgkins Public Library District are prohibited from sexually harassing other employees, guest or patrons.
 - ii. Guests or patrons of the Hodgkins Public Library District are prohibited from sexually harassing other employees, guests or patrons.
- b. Definition
 - i. Sexual harassment means any:
 1. Unwelcome sexual advances or,
 2. Requests for sexual favors, or
 3. Any conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 - ii. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

2. Reporting Procedures

It is the express policy of the Hodgkins Public Library District to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible, in confidence, as follows:

- a. Employees
 - i. Employees are encouraged to report any incidents of sexual harassment to their direct supervisor. If the person to whom an employee is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

Approved: 08/19/2013