

Portland Library

20 Freestone Avenue

Portland, CT 06480

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Employee Harassment Policy (Sexual Harassment Policy Revised)

The Board of Directors of the Portland Library is committed to providing a work place free from acts of sexual harassment. The Library shall operate in accord with the Town of Portland's Prohibition of Sexual Harassment.

It shall be a violation of this policy for any employee of the Portland Library to engage in acts of sexual harassment and such acts shall result in disciplinary action which may include dismissal from employment.

Any behaviors that contribute to a hostile work environment are unacceptable to the Library Board. Staff complaints of any employee behavior patterns or inappropriate acts that contribute to a hostile work environment will be promptly investigated.

Sexual harassment is defined by state law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term of condition of employment;
2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who believes that he or she has been the subject of any form of sexual harassment shall promptly report the harassment to the First Selectperson. Additionally, the employee shall inform the Library Director. Should the employee feel uncomfortable reporting to the Library Director, the report may be made to the Chairperson of the Library Board.

In accord with the Town of Portland's policy, an investigation of any alleged infraction will be conducted promptly and confidentiality will be maintained to the extent at the time of the report and during the investigation.

Should an allegation of sexual harassment not be substantiated, the complainant and the accused employee shall be so informed.

Retaliation against any employee for complaining about this policy is illegal under State and Federal Law.

The first selectman shall take whatever action necessary to ensure that acts of retaliation do not occur which shall also range from verbal warning up to and including initiation of_ dismissal from employment.

Approved by the Library Board June 28, 2007