

Unlawful Harassment

The Jefferson Davis Parish Library is committed to maintaining a cooperative working environment free of unlawful harassment and which is sensitive to the diversity of its employees. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's race, color, national origin, disability, sickle cell trait, protected genetic information, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the written form, verbal conduct or physical conduct.

This policy applies to all employees including the Director, employees and non-employees such as patrons and all outside supporting visitors.

Sexual Harassment

The Jefferson Davis Parish Library is firmly committed to maintaining a cooperative environment free of inappropriate conduct, including offensive verbal and written communication of a sexual nature. Any intentional sexual harassment is considered to be a major violation of library policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation.

Such conduct, when experienced or observed, should be reported to the Director. The Director will conduct an investigation and will be required to report the findings to the Library Board of Control. The privacy of the employee under investigation shall be respected at all times.

EEO/Unlawful Harassment/ Sexual Harassment Complaint Procedure

If an employee believes there has been a violation of the EEO policy or harassment policy based on the protected classes outlined in the EEO policy, including sexual harassment, the employee must report the incident immediately to the Director. If the complaint of unlawful harassment is about the Director, the employee may contact the Library Board of Control President regarding the complaint. An investigation of the complaint will be made promptly. A response will be made in a timely manner. Every effort will be made to ensure that the complaint is resolved and, if necessary, appropriate action will be taken.

The Jefferson Davis Parish Library prohibits retaliation against an employee for filing a complaint under said policy or for assisting in a complaint investigation. If retaliation for making a complaint is perceived, employees are to follow the complaint procedure outlined above. Another investigation will be conducted in a prompt manner.