

## SEXUAL HARASSMENT

Policy Statement -- The Library recognizes its responsibility to all of its patrons to maintain an environment free from sexual harassment. To achieve this environment, the Library believes that it is necessary to affirmatively address the subject, express its strong disapproval of sexual harassment, and inform its patrons, staff and vendors of the right to raise the issue of sexual harassment with Management. Anyone who is found to have engaged in sexual harassment will be subject to appropriate disciplinary action. Sexual harassment includes unwelcome and personally offensive verbal behavior such as teasing or joking, sexual innuendo, suggestive comments or sexual propositions as well as physical behavior such as touching, patting, pinching or other inappropriate physical contact. Sexual harassment also includes non-verbal behavior such as displaying suggestive pictures or obscene gestures.

A comparable but separate policy addresses issues relating directly to employees only.

Responsibilities and complaint procedure for patrons:

A. Sexual harassment by any staff member, patron or vendor will not be tolerated.

B. Any staff member, patron or vendor who feels that s/he has been the subject of sexual harassment should report the incident to a staff member at a public service desk. A complaint form must be completed and signed in order to investigate the complaint. If the incident involves a Supervisor or Department Head, the patron should contact the Assistant Director or Director.

C. All complaints will be investigated in a timely manner and full consideration will be given to all the facts presented. If it is found after investigation that the complaint is valid, appropriate action will be taken.

D. The Library will not tolerate retaliation against any person for complaining about sexual harassment.

The Library also recognizes that false accusation of sexual harassment can have serious effects on innocent people. We trust that everyone in the Library will act responsibly to keep our environment free of discrimination.

Citations

Approved 1/10/02

---

GUILDERLAND PUBLIC LIBRARY

2228 Western Avenue • Guilderland, New York 12084  
518.456.2400 • [www.guilpl.org](http://www.guilpl.org) • [info@guilpl.org](mailto:info@guilpl.org)

SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of complainant (please print) \_\_\_\_\_

Date of complaint \_\_\_\_\_

Name of alleged sexual harasser, if known \_\_\_\_\_

Date and place of incident \_\_\_\_\_

\_\_\_\_\_

Description of misconduct \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any) \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved 1/10/02

SEXUAL HARASSMENT COMPLAINT  
APPEAL FORM

Name of complainant (please print) \_\_\_\_\_

\_\_\_\_\_

Date of appeal \_\_\_\_\_

Date of original complaint \_\_\_\_\_

Description of decision being appealed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is the decision being appealed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_



GUILDERLAND PUBLIC LIBRARY

2228 Western Avenue • Guilderland, New York 12084  
518.456.2400 • www.guilpl.org • info@guilpl.org