

## **Emmaus Public Library Anti-Discrimination / Anti-Harassment Policy**

Our anti-discrimination/anti-harassment policy explains how Emmaus Public Library prevents discrimination and protects its employees, customers and stakeholders from offensive and harmful behaviors. This policy supports our overall commitment to create a safe and happy workplace for everyone.

Emmaus Library complies with all anti-discrimination laws, including Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA.) We explicitly prohibit offensive behavior (e.g. derogatory comments towards colleagues of a specific gender or ethnicity).

### **Scope**

This policy applies to all employees, volunteers, patrons, contractors, and visitors.

### **Policy elements**

Discrimination is any negative action or attitude directed toward someone because of protected characteristics, like race and gender. Other protected characteristics are:

- Age
- Religion
- Ethnicity / Nationality
- Disability / Medical History
- Marriage / Civil Partnership
- Pregnancy / Maternity/ Paternity
- Gender Identity / Sexual Orientation

### **Discrimination and harassment**

Any kind of discrimination and harassment which creates a hostile and unpleasant environment for employees, interns, patrons, or volunteers will not be tolerated.

Some examples of discrimination/harassment, but not limited to, are:

- Offensive comments regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Sending emails of a disparaging nature to an individual
- Viewing discriminatory material in locations or on screens easily viewed by others
- Request for assistance in printing discriminatory material
- Abusive or bullying conduct
- Unwelcome sexual advances

Employees who harass their colleagues will go through our disciplinary process and we may reprimand, demote or terminate them depending on the severity of their offence. We recognize that sometimes discrimination is unintentional, as we may all have unconscious biases that could be difficult to identify and overcome. In case we conclude that an employee unconsciously discriminates, we will support them through

training and counseling and implement processes that mitigate biases as we indicate in the next section. But, if this person shows unwillingness to change their behavior, we may demote or terminate them.

We will not be lenient in cases of assault, sexual harassment or workplace violence, whether physical or psychological. We will terminate employees who behave like this immediately.

### **Actions to prevent discrimination**

To ensure that our conduct and processes are fair and lawful, we:

- Use inclusive language in job ads and include EEO statements.
- Set formal job-related criteria to hire team members.
- Accommodate people with disabilities.
- We will also consider additional measures to prevent discrimination, such as:
  - Using hiring processes that reduce bias like structured interviews.
  - Organizing training on diversity, communication and conflict management to improve collaboration among employees of different backgrounds.

### **What to do in cases of discrimination**

If you are the victim of discriminatory behavior (or if you suspect that others are being discriminated against,) please talk to the Director as soon as possible. The Director is responsible for hearing your claim, investigating the issue and determining punishment. If the Director is demonstrating discriminatory behavior, the report should be made to the chair of the Personnel Committee of the Board or to the Board President. If the Director is being discriminated against, the incident report should be made to the chair of the Personnel Committee of the Board or the Board President.

Punishment for discriminatory behavior depends on the severity of the offence. For example, inadvertently offending someone might warrant a reprimand. Conversely, willfully bypassing employees for promotion because of a protected characteristic will result in termination.

If you decide to make a claim to a regulatory body (e.g. the Equal Employment Opportunity Commission,) we are committed and bound by law not to retaliate against you.

### **How we address discrimination complaints**

We will investigate all claims discreetly. We will never disclose who made a complaint to anyone or give out information that may help others identify that person (e.g. which department or role they work in.)

We should all strive to prevent and address discrimination. Be aware of your implicit biases and speak up whenever you or your colleagues are discriminated against.

Adopted March 15, 2022