

Waukegan Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that ensures equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Waukegan Public Library expects that all employees will be able to enjoy a work environment free of discrimination and harassment.

This policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) ethnicity, (4) religion, (5) gender, (6) sexual orientation, (7) marital status, (8) disability, and (9) veteran status. Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial or ethnic group.

Harassment also refers to behavior that is personally offensive, impairs morale, and interferes with the work effectiveness of employees. Any harassment of employees by other employees will not be permitted, regardless of their working relationship. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment undermines the employment relationship by creating an intimidating, hostile, or offensive work environment and will not be tolerated.

In fulfilling their obligation to maintain a positive and productive work environment, managers are expected to immediately request that the behavior cease and report any harassment of which they become aware by adhering to the Library policy and, when necessary, by more direct disciplinary action. Staff should consult the Employee Handbook and follow-up with established procedures.

Policies that are required by statute are automatically amended to reflect any changes in said statute.

Website of the Waukegan Public Library revised and maintained by:

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