The Waukegan Public Library has a zero tolerance policy regarding sexual harassment or any other form of harassment in the workplace, whether by word, deed, action, intent, or other means, method or fashion.

**Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee, emailing offensive material to another, or making offensive gestures.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," defined as an exchange of sexual favors for improvement in your working conditions and/or compensation.

The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature, when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against company policy to download inappropriate pictures or materials from computer systems.

Waukegan Public Library prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual. Employees who report allegations of sexual harassment are protected by the Whistleblower and the Illinois Human Rights Acts. The consequences of a violation of prohibition on sexual harassment and for knowingly make a false report are subject to disciplinary action, up to and including termination of employment.
All allegations of sexual harassment will be investigated and the consequences of a violation of the provision may result in immediate and appropriate disciplinary action taken, if the allegations are substantiated. Any employee who engages in sexual harassment will be subject to disciplinary action up to and including termination of employment.

Other Forms of Harassment
These forms of harassment can occur when employees are subjected to offensive behavior that is intimidating, threatening, abusive and/or humiliating in a manner that creates a Hostile Work Environment; interferes with work performance; causes harm to the employee and/or is discriminatory. Examples of harassing behavior can be in the form of demeaning employees, demonstrating emotional tirades and displays of anger.
This type of behavior will not be tolerated. Any employee who engages in workplace harassment and creates a hostile work environment will be subject to disciplinary action up to and including termination of employment.

Complaint Process (Sexual harassment or any form of harassment)
Any employee who feels he/she has been subjected to, or has witnessed an incident of, harassment or sexual harassment should notify his/her Supervisor, Manager or Human Resources immediately.
Notification should include:

- Name of the offending employee, client, supplier, vendor or affiliate
- Date and time of the incident
- Description of the event
- Name(s) of potential witnesses

Any Supervisor that receives a complaint alleging harassment is to immediately gather and document as much information as possible, and then submit all information to Human Resources for action and resolution.

Human Resources will review the information and conduct an investigation into the allegation within 2 business days from receipt of the company. He/she will begin the investigation process by interviewing the employee bringing the complaint, any witnesses, and the employee the complaint is filed against. He/she will determine whether the findings of the investigation are substantiated, brief the Company President and make recommendations for disciplinary action, if warranted.

The employee filing the complaint will be notified of the conclusion of the investigation by Human Resources, but will not be advised of the specifics of the disciplinary action taken.

Our goal is to ensure our employees have a work environment free of harassment behavior.