

## Policy Prohibiting Sexual Harassment

The Fox River Grove Public Library District is committed to maintaining a work environment that is free of sexual harassment. In keeping with this commitment, the Library will not tolerate sexual harassment of Library employees by anyone, including any supervisor, elected official, co-worker, vendor, customer, contractor, or other regular visitor of the Library. Violation of this policy by an employee shall be considered grounds for disciplinary action up to and including termination. Violation of this policy by others may be grounds for terminating contact with the violator.

### Definition

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs, writings, or drawings;
- Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
- Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

### Investigation Procedure

All Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual harassment, or who has witnessed sexual harassment, should immediately submit a complaint to the Library Director.

The Library Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Library Director, who will review the investigation report and make a final decision.

## Sexual Harassment Policy March 2020

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

### Training

The Library shall provide sexual harassment prevention training on an annual basis as required by law.

### Retaliation Prohibited

Reporting sexual harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports sexual harassment or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

### Resolution Outside the Library

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact Information as of March 2020:

Illinois Department of Human Rights (IDHR)

- Website: <https://www.illinois.gov/dhr>
- Case (Charge) Initiation Form: <https://www.illinois.gov/dhr/FilingCharge/Pages/Intake.aspx>
- Chicago Office: 100 West Randolph Street, 10th Floor, Chicago, IL 60601; 312-814-6200; TTY: 866-740-3953; Fax: 312-814-6251
- Email: [IDHR.ReportSH@illinois.gov](mailto:IDHR.ReportSH@illinois.gov) or [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)
- Springfield Office: 535 W. Jefferson, 1st Floor, Springfield, IL 62702; 217-785-5100; TTY: 866-740-3953; Fax: 217-785-5106
- E-mail: [IDHR.ReportSH@illinois.gov](mailto:IDHR.ReportSH@illinois.gov) or [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001