



POLICY

TITLE: Anti-Harassment

POLICY NUMBER: 041

EFFECTIVE DATE: 4/20/2016

REVIEW DATE: 4/1/2026

SUPERSEDES POLICY NUMBER(S): 3-14-05; 03-07, Policy #41 dated 11/15/2015

AUTHORIZED BY: Board of Trustees

1. Purpose: To reinforce Timberland Regional Library's (TRL) position on unlawful harassment.
2. Scope: This policy applies to all TRL employees.
3. Background: None.
4. Definitions:
 - a. Unlawful sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - ii. Submission to or rejection of such conduct is used as the basis for employment decisions; or
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.
 - b. Unlawful sexual harassment may include a range of behaviors, and may involve individuals of the same or different gender. These behaviors may include, but are not limited to:
 - i. Unwanted sexual advances or requests for sexual favors;
 - ii. Sexual jokes and innuendo; verbal abuse of a sexual nature;

- iii. Commentary about an individual's body,
- iv. Sexual prowess or sexual deficiencies;
- v. Leering, whistling or touching; and
- vi. Insulting or obscene comments or gestures.

c. Unlawful harassment includes unlawful sexual harassment and it also includes conduct that denigrates or shows hostility or aversion toward an individual or group, when such conduct involves race, color, religion, creed, sex, national origin, disability, marital status, age, or sexual orientation.

5. Policy:

- a. TRL is committed to providing a work environment free from unlawful harassment. Anyone engaging in unlawful harassment shall be subject to disciplinary action up to and including termination.
- b. All allegations of unlawful harassment reported to TRL shall be investigated in a timely and confidential manner. False, malicious, or frivolous complaints of unlawful harassment may also be subject to disciplinary action.

6. References: None.

7. Citations:
- 1. Section 703 of Title VII of the Civil Rights Act of 1964
 - 2. Code of Federal Regulations, Title 29, Part 1604.11
 - 3. WAC 381-10-140
 - 4. RCW 49.60

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees on April 20, 2016