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# Board Policy



## Non-Discrimination and Anti-Harassment Policy

### Policy Statement

Pierce County Library System commits to promoting a workplace environment that reflects the diversity of its community, and is free of unlawful discriminatory or harassing behaviors.

### Purpose

It is the Pierce County Library System's goal to provide a work environment that promotes mutual respect and is free from all forms of discrimination and harassment because it damages the workplace and negatively affects morale, motivation, and job performance.

This policy affirms the Library's commitment to equal employment opportunities and to the elimination of unlawful discrimination or harassment which limits human potential, or impedes communication, understanding or access to information. The Library complies with the laws of the United States and the State of Washington.

### Definitions

*Discrimination:* unlawful discrimination in employment occurs when an employer makes employment decisions about employees (or potential employees) based on race, color, creed, ancestry, national origin, gender, gender identity, marital or family status, religion, age, sexual orientation, citizenship, honorably discharged veteran or military status, disability, genetic information, or other class protected by federal, state, or local laws. This applies to all types of employment decisions, including hiring, firing, promotions, layoffs, training, wages, benefits, or other terms and conditions of employment.

*Sexual Harassment:* is defined as a form of unlawful discrimination under Title VII of the Civil Rights Act of 1964 and the Washington Law Against Discrimination.. It is repeated, unwanted conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with work performance, affects employment decisions, or is serious and frequent enough to create a hostile, intimidating, or offensive work environment or requires submission to sexual conduct in exchange for job related benefits.

Examples of conduct that may give rise to Sexual Harassment include, but are not limited to:

- Repeated sexual comments or innuendoes
- Displays, jokes, or kidding of a sexual nature
- Offensive comments about a specific gender
- Unwelcome physical contact
- Unwanted sexual advances

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- Stating or implying that a job or job benefits are dependent upon compliance with sexual requests.

*Workplace Harassment:* is defined by the U.S. Equal Employment Opportunity Commission as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee’s work performance; or negatively affect a person’s employment opportunities, benefits, or rights. Such harassment is prohibited by Library policy, whether it occurs on or off the work site, while the employee engaging in the behavior is performing work related duties or representing the Library as the Library’s employee.

Examples of Workplace Harassment include, but are not limited to:

- Offensive or derogatory jokes, cartoons, pictures, or graffiti.
- Mimicking language or accents.
- Racial or ethnic slurs.
- Unwelcome comments about religious garments.
- Threats.
- Intimidating or hostile acts.
- Posting offensive materials on physical or online walls, staff bulletin boards, or system email that denigrate or show hostility toward a person or group because of their membership in a protected class.
- Engaging in behavior that would be highly offensive to a person who is a member of a protected class with the intent to cause embarrassment or offense.

## Policy

The Library will not tolerate actions, words, jokes, comments, or employment decisions based on an individual’s race, color, creed, national origin, religion, gender, gender identity, sexual orientation, marital or family status, age, citizenship, veteran’s status, disability, or genetic information.

All employees shall act in a professional, respectful manner that promotes diversity and maintains a harassment-free work environment.

It is the responsibility of all staff members to:

- Not engage in behavior that constitutes unlawful discrimination or harassment.
- Fully cooperate in carrying out this policy.
- Communicate any concerns regarding discrimination, harassment, or retaliation to the Staff Experience Director or a Human Resources Generalist.

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It is the Library's responsibility to take investigatory steps if there are allegations of discrimination, harassment, or retaliation, and to take corrective action if misconduct occurs.

## **Board Policy 4.4**

**Adopted by the Pierce County Library System Board of Trustees June 13, 2012.**