



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

Unlawful Harassment/Sexual Harassment

The Vermilion Parish Library System prohibits sexual harassment of its employees by any other employee or other person. All employees must always conduct themselves in a professional and respectful manner and to not engage in any conduct or communications which could be construed as offensive to others.

Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) 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. Sexual harassment includes unwelcome verbal or physical conduct towards another that is sexually offensive, vulgar, derogatory or suggestive to any unwilling party. It can include vulgar jokes and emails, suggestive comments, inappropriate touching, and other similar behavior which is unwelcome by the other party or parties.

Sexual harassment includes any sexually offensive conduct based on sex regardless of whether such conduct is engaged in by a person towards another person of the opposite and/or of the same sex.

Any employee who feels that he or she has been subjected to sexual harassment, or any form of harassment or discrimination in violation of this policy may immediately inform the harasser that the conduct is unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable or uncomfortable with addressing the alleged harasser directly, he/she should immediately and confidentially report it to their immediate supervisor and/or the Library Director. Incidents of alleged sexual harassment will be promptly investigated as confidentially as possible and appropriate action will be taken. If management is not informed, it cannot address prohibited conduct. It is helpful, but not required, to provide a written record of the date, time, and nature of the incident(s) and the names of any witnesses.

If the complaint of unlawful harassment is about the Library Director, the employee may contact the Human Resources Manager who shall consult with the Library Board of Control regarding the complaint.

If the Vermilion Parish Library System determines that a violation of this policy has occurred, appropriate action will be taken up to and including termination of employment. If harassment is being engaged in by someone other than an employee, the Vermilion Parish Library System will attempt to take appropriate action to remedy the problem.



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Unlawful Harassment/Sexual Harassment (continued)

An investigation of a complaint will be made promptly, and a response to you will be made in a timely manner. Every effort will be made to ensure that your complaint is resolved and, if necessary, appropriate action will be taken.

The Vermilion Parish Library System prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.

No employee, regardless of job title and position, has the authority to condition or base any employment action on another employee's participation in sexual conduct or behavior.

Employees will be required to sign the Sexual Harassment form provided and adopted by the Vermilion Parish Library.