



## **Non-Discrimination & Anti-Harassment**

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964. In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any manager, employee, vendor, patron, contractor, delivery person, board member, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination of an employee or grounds for terminating contact with a violator.

### **Discrimination**

Discrimination consists of employment actions taken against an actual or perceived race (or traits associated with race including but not limited to hair texture and protective hairstyles), color, religion, age, gender, pregnancy, national origin, ancestry, citizenship status, work authorization status, disability, military or veteran status, marital status, order of protection status, sexual orientation, gender identity or expression, genetic information, or any other category protected by Federal, State, or local laws. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is (or perceived to be) a member of a protected group.

### **Harassment**

Harassment consists of unwelcome conduct whether verbal, physical, or visual, that is based upon a person's actual or perceived race (or traits associated with race including but not limited to hair texture and protective hairstyles), color, religion, age, gender, pregnancy, national origin, ancestry, citizenship status, work authorization status, disability, military or veteran status, marital status, order of protection status, sexual orientation, gender identity or expression, genetic information, or any other category protected by Federal, State, or local laws. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's actual or perceived protected status; and
- Written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their actual or perceived protected status.

### **Sexual Harassment**

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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 affected 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 intentional 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 individuals are engaging in consensual conduct, such conduct could constitute harassment or discrimination against another individual who witnesses or overhears the conduct and is adversely affected by it.

## **Investigation Procedure**

All employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their manager, or other manager, or 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/discriminator 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, they may submit in writing an appeal to the Library Director, who will review the investigation report and make a final decision.

Complaints by an elected or appointed official against another elected or appointed official shall be submitted to the Library Director. The Library Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the 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. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in 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 to all employees on an annual basis as required by law.

## Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment or work opportunities. Any form of retaliation against an individual who reports harassment or discrimination 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 their rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

## 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) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

## Contact Information

- Illinois Department of Human Rights (IDHR)
  - Website: <https://dhr.illinois.gov/>
  - Case (Charge) Initiation Form: <https://dhr.illinois.gov/filing-a-charge.html>
  - Chicago Office: 100 West Randolph Street, 10<sup>th</sup> 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, 1<sup>st</sup> Floor, Springfield, IL 62702; 217-785-5100; TTY: 866-740-3953; Fax: 271-785-5106
  - Email: [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: 800-669-400; TTY: 800-869-8001