

## **Davenport Public Library Non-Discrimination and Harassment Policy**

The Davenport Public Library, through its Board of Trustees, reaffirms and emphasizes its commitment to provide a professional working and learning environment which is fair and responsible. This commitment supports, nurtures and rewards educational and employment growth on the basis of relevant factors such as ability and performance-which is free of discriminatory, inappropriate and disrespectful conduct or communication. Equally important is freedom from harassment.

The Davenport Public Library is committed to creating and maintaining a workforce that gives open expression to the Library's organizational values and brings a rich diversity of people and talents to the accomplishment of the Library's Mission and Vision.

Discrimination or harassment can occur between library patrons, between library employees, or between library patrons and library employees. The Library Administration is concerned about both parties and their actions, and is prepared to take preventative and corrective action. Those individuals who engage in such misconduct are subject to appropriate disciplinary measures.

### **Equal Employment Opportunity**

It is the policy of the Davenport Public Library to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status, citizenship, retaliation or any other characteristic protected by law.

### **Retaliation is prohibited**

The Davenport Public Library encourages reporting of all perceived incidents of discrimination or harassment. It is the Library's policy to investigate all reports. The Library prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **Definition of Harassment**

Harassment is any unwanted, unwelcomed and uninvited behavior or words that annoys, demeans, threatens, intimidates or offends the victim and results in a hostile environment for the victim. Sexual harassment is characterized by request for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, hostile or offensive.

For further information, see the Code of Iowa, Chapter 708.7

### **Dealing with Harassment**

Any library employee or patron who believes that he/she has been subjected to harassment or discrimination or who has witnessed such events, should make this known to the Library Administration. The Library Administration will investigate the incident and inform the employee or patron of the possible options in pursuing the complaint, and will maintain discretion and confidentiality to the best of their ability. The police will be involved for inappropriate behavior as necessary.

Approved: May 23, 1991

Revised: September 18, 2007, March 15, 2011, February 18, 2014; December 20, 2016