

**Caledonia Library  
Harassment and Discrimination Prevention Policy**

**INTRODUCTION**

The Caledonia Library, which for the purpose of this policy is comprised of the board, director and staff, is committed to maintaining a workplace free from all forms of harassment (including sexual harassment) and discrimination. The Caledonia Library prohibits unlawful harassment and discrimination against anyone, for any reason, including, but not limited to an individual's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, citizenship or immigration status, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable law.

For the entirety of this policy, harassment shall include sexual harassment.

The purpose of this policy is for employees and other covered individuals to recognize harassment and discrimination and to know what action to take when it occurs.

**POLICY**

1. The Caledonia Library's policy applies to all members of the board, director and staff, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Caledonia Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Harassment and discrimination will not be tolerated. Any employee or individual covered by this policy who engages in harassment, discrimination, or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of harassment or discrimination, provides information, or otherwise assists in any investigation of a harassment or discrimination complaint. The Caledonia Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected harassment or discrimination. Any employee of The Caledonia Library who retaliates against anyone involved in a harassment or discrimination investigation will be subjected to disciplinary action, up to and including

termination. All employees paid or unpaid interns, or non-employees<sup>1</sup> working in the workplace who believe they have been subject to such retaliation should inform the Caledonia Library Director. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Harassment and discrimination are offensive, are a violation of our policies, are unlawful, and may subject The Caledonia Library to liability for harm to targets of harassment and discrimination. Harassers may also be individually subject to liability. Employees of every level who engage in harassment or discrimination, including managers and supervisors who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. A prompt and thorough investigation that ensures due process for all parties, whenever a complaint is received about harassment or discrimination, will be conducted. The investigation will be kept confidential to the extent possible, and corrective action will be taken whenever harassment or discrimination is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of harassment or discrimination.
6. All employees are encouraged to report any harassment or discrimination, or behaviors that violate this policy, to the library director. The Caledonia Library will provide all employees a complaint form for employees to report harassment and discrimination and file complaints.
7. In a case in which the Caledonia Library Director is being harassed or discriminated against, the Library Director may report any complaint to the sitting President of the Caledonia Library Board of Trustees. In a case in which any employee feels they are being harassed or discriminated against by the Library Director, the employee may report any complaints to the sitting President of the Caledonia Library Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

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<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.